About with Friends is a Cromer based charity working with children, young people and adults with learning disabilities, who may also have physical or sensory disabilities and challenging behaviours. Through our programme of social activities, respite holidays, supported living and work skills service, which provides real work opportunities within the community, we offer members to live the lives they choose. [www.aboutwithfriends.co.uk](http://www.aboutwithfriends.co.uk)

At About with Friends we are passionate about our work and working as part as a team, we provide the type of environment that encourages all employees, members, volunteers and trustees to work together in a friendly co-operative atmosphere in order to deliver an excellent service to our members and customers. The post-holder will be DBS checked and benefit from ongoing professional training

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| **Job Title:** | Support Worker | **Salary:** | £15,970 - £18,115 pro rata |
| **Reports To:** | Service Manager | **Location:** | Based in Cromer, but will be required to travel to various venues and locations |
| **Service:** | Tailored Support | **Hours:** | 16 hours per week – including evenings, weekends, sleep in’s and days on a rota system. |

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| **OVERALL PURPOSE OF JOB:**  Working as part of a team of AWF staff and volunteers to support About with Friends members with learning disabilities, who may also have physical or sensory disabilities and challenging behaviours, to access and engage with a wide range of AWF activities and services to achieve their goals and aspirations depending on their chosen programme:  To be involved in the delivery of the individual bespoke activity/work based programmes often on a one to one basis  To be responsible for the identified support needs of individual members, supporting them to live their lives as independently as possible.  To ensure all members who are supported are treated with respect at all times, and they are involved in all decisions about their lives   * Tailored Support |
| **PRINCIPAL RESPONSIBILITIES:**   * Deliver bespoke programmes for young adults with autism as per their individual timetable 1to1 or 2 to1 depending on the activity * Liaise with staff to ensure that members are supported to meet their identified needs * To prompt and support members to access and engage with a wide range of activities and services to achieve their goals and aspirations (vocational, social/leisure, education, work skills) * To actively support members in the selection, maintenance and correct use of the resources required for the task * Work flexibly across disciplines within the organisation to support colleagues, members and volunteers when required * Reporting any unsafe practices or equipment in line with AWF and Health and Safety requirements * To have a commitment to learning though staff training and self-development, including participation in regular supervision and training programmes * To liaise with families, carers and other relevant external agencies * Transport members to and from venues as required * Contribute, comply and be familiar with all activity risk assessments prior to beginning an activity * To prompt and support members, involving practical assistance where necessary, with daily living tasks e.g. cooking, cleaning, budgeting, shopping, and tenancy responsibilities. * Supporting members to maintain independent living and to build upon their own skills and support networks * To provide personal assistance to those members who require it. |

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| To provide, or assist members to access, information on health promotion and obtain information which will enable them to access resources including benefits and welfare rights, education and employment.  Administer medication when required, in accordance with policies and procedures and after completion of medication assessment.  To complete all support records, including support plans and risk assessments  To attend sleepover’s as and when required |

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| **H&S: What specifically is the jobholder responsible for under the Company Health and Safety Policy?**   * The jobholder must ensure they comply and up to date with, all charity policies and procedures in relation to health and safety specifically with regard to child and adult protection/safeguarding, security, confidentiality and data protection and follow correct reporting procedures * This role is responsible for their own health and safety at work and that of their colleagues * You are responsible for reading any health and safety updates, provided by the company. * Reporting any unsafe practices or equipment in line with AWF and Health and Safety requirements |

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| DEPARTMENTAL MANUAL: The jobholder is responsible for familiarising themselves with and adhering to the AWF policies and procedures and risk assessment for activities |

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| DECISION MAKING AUTHORITY INCLUDING FINANCIAL: Level of purchasing authority and types of purchasing authority  * None |

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| **LINE MANAGEMENT RESPONSIBILITIES: Which roles report to this position?**   * Service Manager * Activity lead |

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| **JOB KNOWLEDGE & EXPERIENCE:**  **Essential**   * An understanding of disability issues, and a commitment to high quality, accessible and inclusive services * Demonstrate excellent communication skills * Ability to work on own initiative or as part of a team * Flexibility and a positive approach * Hold a current driving license and have access to own transport * Able to work across disciplines and undertake a variety of tasks * Current knowledge of safeguarding adults at risk and children * Experience of working with people with disabilities * Demonstrate high levels of patience, tolerance and empathy when dealing with challenging individuals   **Desirable**   * Experience of working with groups * Experience of dealing with adults, children & young people with a variety of disabilities and challenging behaviours. * Experience or ability to use a variety of communication tools * NVQ Level 2 or equivalent in social care or willingness to work towards |