



Take a Break Warwickshire Job Description

Job title: Sessional Support Worker Reports to: Care Co-ordinator
Main purpose of job: You will be working as a community-based support worker with children, young people or adults with learning and or physical disabilities. You will be promoting the independence of customers, and helping customers to live a fulfilled life in a setting of their choice within a group or on a one to one basis.
Commitment to Safeguarding: Take a Break (TAB) is committed to safeguarding and promoting the welfare and safety of children, young people and adults who may be at risk. We expect all staff and volunteers to share this commitment. A Disclosure & Barring Service check and Enhanced DBS check is required for this post.

	Task	Expected standards
1	Interaction	To ensure a safe and friendly atmosphere exists within a group setting in which the customer's interest can be expanded and their participation enhanced. To promote a positive and inclusive attitude amongst our customer group at all times.
2	Quality	To develop an understanding of different customers' needs and their communication systems. To ensure that all requirements/regulations of appropriate bodies are met (Local Authority, Ofsted, CQC) and adhered to. Liaise and communicate effectively and positively with customers and their families/support networks.
3	Safeguarding	Report any concerns to your line manager, on-call manager or TAB DSL (Designated Safeguarding Lead). The customer's wellbeing and safety is your main priority at all times.
4	Relationships	Support customers to be as active as they wish within their local community encouraging them to try new things and meet their agreed outcomes.
5	Reporting and Recording	To maintain accurate records in accordance with TAB policies and procedures.
6	Working as a team	Participate in rotas including weekend, evenings and school/college holidays. Assist in providing cover for colleagues within your team during absences – planned or otherwise.
7	Training and development	To attend staff meetings and case/service discussions where appropriate. Attend training to ensure that you have up to date knowledge and participate in regular supervisions and appraisals.
8	Personal care	Assist customers with their personal care needs, which may include support with intimate personal care, and support with eating and drinking. Personal care must be delivered sensitively, with dignity and to a high standard taking into account the customers preferences.
9	Health and safety	You are required to take reasonable care of your own well-being and that of all other employees. Relevant health and safety notices are posted around the premises and you are expected to be familiar with them.

This job description is intended as a general indication of the main responsibilities of the job and does not include detailed instructions on how tasks are undertaken. You may be required to carry out additional tasks within your capability as necessitated by your changing role within the organisation and to meet the needs of the business.

Job description approved by: Samantha Tysoe, Director	Date: 22 August 2018
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Registered Charity No: 1086774 Company Guarantee No: 4075624



Take a Break Warwickshire Person Specification

	Essential: (i.e. the qualities an applicant needs to be able to do the job)	Desirable: (i.e. the qualities an applicant needs to be able to do the job well)
Work Experience Experience in paid role, or previous voluntary experience	Experience/knowledge of working with children/young people/adults with disabilities both in groups and individually.	Experience of working positively in partnership with parents and other professionals.
Qualifications Academic or professional qualifications. Knowledge and skills	Well-developed numeracy and literacy skills (GCSE or equivalent) in Maths/English. Awareness of safeguarding and a willingness to undertake on-going training.	NVQ2 or equivalent in Childcare/Healthcare, Maths/English and or Social Care. Working towards NVQ3 or equivalent.
Personal attributes E.g. determination, dependability, leaderships, team worker, etc.	Ability to react flexibly to changing conditions or circumstances in relation to work with customers and families. A welcoming and friendly approach, respectful of and valuing individuals from all backgrounds, and an awareness of own attitudes and values.	Ability to access the internet to communicate with and receive communication from the office team. Ability to recognise stress and seek appropriate support.
Special skills Specific skills e.g. interpersonal skills, presentation skill,	Ability to establish positive working relationships and work in partnership with customers and their families (where appropriate). Ability to recognise the need to raise issues/concerns and consult with the line manager/on-call manager. Ability to be able to read and accurately follow written Care and Support Plans and individual's protocols.	Ability to communicate effectively with the customer in the customer's preferred style. Ability to exercise initiative appropriately in responding to the customer's needs. Ability to work on own initiative and independently as well as part of a team
Other circumstances E.g. need to travel, work shifts, unsociable hours, etc.	Participate in rotas including weekend, evenings and school/college holidays. Assist in providing cover for colleagues within your team during absences – planned or otherwise. Must be able to adhere to TAB's no smoking policy. Be able to manage the physical demands of working with customers.	Ability to drive and have access to a car with business insurance
Knowledge Understanding of:	Equal Opportunities, Health and Safety and the needs of children and adults with learning disabilities.	Current legislation relating to children and adults with learning disabilities.