

# Job Description: LD Support Worker

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| **Reports to:** | **Hub Manager** |
| **Salary:** | **SP2 £14,232.07 (£12.44/hr)** |
| **Hours:** | **22 hrs/week** |
| **Based at:** | **Acomb NE46 4SA** |

**About Us**

Journey Enterprises is a local charity which was founded by parents of adults with learning disability and complex needs in 1983. The Charity provides life-skills and employability, social enterprise and health & wellbeing training. Our Clients play a key part in the success of social enterprises by using the experience as a stepping stone to employment.

Journey believes passionately in enhancing quality of life and giving people with complex disability opportunities to lead active, inclusive lives in their home communities.

Our services are developed on a person-centred approach, designed to meet everyone’s life ambitions and dreams, and underpinned by Positive Behaviour Support. We work within each person’s circles of support, recognising the expertise and knowledge of the individual and of unpaid/family carers.

Journey’s team of Learning Disability Support Workers plan and deliver activities sessions for groups of 8-10 adults with learning disabilities. Activities are designed to enable each Client to develop life and work skills, supporting Clients to lead active, inclusive and fulfilling lives in their home community. Sessions take place both at our Day Centres and off site, making the most of our landscape, local facilities and services.

**About the Role**

Our Learning Disability Support Workers come from a wide range of backgrounds and experiences, enabling us to offer Clients an exciting and varied programme of activities throughout the year. We are joined regularly by specialist coaches/tutors from external organisations who are commissioned to take some Client sessions alongside Support Workers. Support Workers are also joined by students on placement and by our sessional Volunteers.

## Principal Duties:

1. To plan and deliver activities sessions for groups of adults with learning disability to develop life and work skills;
2. To develop and take Clients to community-based sessions such as sports, arts, environmental and outdoor pursuits, shopping and community navigation;
3. To work with the Staff Team & Clients on our funded Projects;
4. To work with the Staff Team & Clients on our enterprise and fundraising initiatives;
5. To monitor and evaluate Clients’ progress against their Care Support Plan aspirations and our *I Can* Framework;

Activities include but are not limited to:

**Independent Living Skills:** travel training, financial literacy, community navigation, using the internet, IT and smartphones, staying safe, health & safety, navigating health and key local services, understanding your rights, how to report concerns;

**Creative Arts:** arts and crafts, music therapy, drama and puppetry, film and photography, newspaper and creative writing;

**Employability:** development of work-based skills enabling Clients to learn work skill in their activities and to experience volunteering in Journey’s own enterprises. A team of Work Coaches then deliver specialist sessions for Clients hoping to progress to individual volunteering externally or paid part-time employment.

**Heritage and Outdoors:** exploring our heritage, coastal and landscape sites, going to local visitor attractions and undertaking green or environmental activities, horticulture;

**Health & Fitness Activities:** working in conjunction with our Health & Wellbeing Lead, diet and nutrition, physical and mental health, First Aid, healthy relationships, men’s and women’s health, healthy ageing, participation in team and individual sports, therapeutic exercises, taking part in outward bound & team-building activities.

Every Client is reviewed formally annually and is assessed on a running basis on Journey’s I Can Assessment Framework and ASDAN.

**Core Responsibilities: All Staff**

* To ensure the Safeguarding of Clients within service at all times;
* To maintain safe working practices, ensuring Health & Safety at work both on

 site and within Journey’s outreach activities;

* To promote Journey’s mission and values and to commit to successful delivery

of our five strategic priorities;

* To champion equality & diversity and inclusion for all;
* To observe all Journey’s policies and procedures;
* To ensure the standards of our work meet the requirements of service

regulators and funders as directed by line managers;

* To attend Journey meetings and events as required: these may include

occasional unsocial hours commitment;

* To commit to continuing professional development, attending any training

identified by Journey;

**Terms and Conditions**

Contracts are offered on a permanent basis.

Employees are provided with 36 days leave/annum pro rata, a contributory pension scheme, a healthcare package, holiday buy-back scheme, length of service holiday accrual scheme, Cycle2Work Scheme, Salary and a Journey promotional items welcome pack. Staff are also offered discounted lunches and free refreshments.

The Charity operates between 08.30 – 16.30 from Monday – Thursdays and 08.30 – 16.00 on Fridays. All Staff who work for six hours continuously must take half an hour for lunch daily.

**Person Specification**

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| **Qualifications and Licensing** |
| NVQ 2 or 3 Health & Social Care or willingness to work towards | Essential |
| English & Maths level 4/5 | Desirable |
| Disability-specialist training e.g. positive behaviour support, person- centred practice, autism awareness, Makaton, BSL | Desirable |
| Recent Safeguarding Adults training | Desirable |
| Current UK driving licence and access to suitable transportation for the role (or Access to Work within work transport package) | Essential |
| D1 minibus licence & MiDAS or willingness to work towards | Desirable |
| **Experience & Skills** |
| Experience or knowledge of working with vulnerable adults | Desirable |
| Experience working with partnerships within the community | Desirable |
| Good knowledge of local services and facilities which could benefit people with learning disability | Desirable |
| Confident IT skills i.e. Windows, Microsoft 365 (email, Word, Publisher, PowerPoint, Excel, Yammer, Teams) and Adobe, web Chat Forums, Video Conference Calling (FaceTime, Zoom and MS Teams), social media (Facebook and Instagram) or willingness to train in these packages | Desirable |
| An interest in any of the following areas which could be developed in to Client-based activities sessions: arts and crafts, baking & catering, diet and nutrition, digital skills, gardening, graphics/textiles & printmaking, jewellery making, performing arts, photography & film, metalwork and woodwork, restoration/upcycling, sports, enterprise & business start-up, financial and literacy skills, health & wellbeing | Desirable |
| Experience volunteering or working with volunteers in the community | Desirable |

**Safer Recruitment – Safer Retention**

The Trustees at Journey are committed to Safeguarding and promoting the welfare of vulnerable adults. To meet this commitment, all Staff are required to undergo an Enhanced Disclosure & Barring Service check, which is repeated in three yearly cycles (update service checks). Staff are also be required to complete a ‘Fit and Proper Persons’ Declaration which is reviewed annually.

If you are a non-UK citizen and are applying for this employment, we will need to be able to conduct verifiable background checks in line with our Safer Recruitment Procedure.

**Our Commitment to Disability Employment**

Journey is an Equal Opportunities and Disability Confident employer and welcomes applicants from all sections of the community. We have a diverse Staff team with colleagues with lived experience of disability and/or unpaid caring roles.

**Right to Work**

All candidates applying for employment or volunteering opportunities at Journey Enterprises must have the right to live and work in the United Kingdom.