GuildCare	GUILD CARE JOB DESCRIPTION
Job Title	Children's Learning Disabilities Support Worker
Unit	Learning Disabilities Services
Responsible To	Children's Day Service Manager
Responsible For	N/A
Salary	Saturday £13.68ph Sunday £14.33ph
Hours of Work	0 - flexible for weekends and school holidays.

Job Requirements	
Essential	✓ Proven experience and a passion for adults and children with learning disabilities and other complex needs to live life to the full ✓ Ability to communicate appropriately and effectively with a range of different people, including people who access services, relatives, carers, staff, and other professionals ✓ Ability to maintain confidentiality ✓ Ability to administer medication (training will be provided) and provide personal care ✓ Ability to provide practical assistance to enable the people we support to engage in a wide range of activities, in one of our buildings, the local community and/or via telephone, skype, zoom ✓ Ability to follow guidance to support individuals with their behaviour if required. ✓ Excellent IT, and literacy skills ✓ To work across all Guild Care Services for children and adults with learning disabilities ✓ Works well as part of a team and also able to work alone. ✓ Follows correct policies and procedures in all aspects of work ✓ Ability to work flexibly including occasional evenings and/or weekends ✓ Ability to travel (mainly in Worthing area) ✓ Satisfactory Disclosure and Barring Check
Desirable	✓ Knowledge and understanding of the needs of adults and children with learning and physical disabilities, complex health needs, and autism, and their carers. ✓ Understanding of safeguarding ✓ Experience of working with parents/carers ✓ Experience of working in the care sector ✓ Experience of enabling people to engage in a wide range of activities within a day service setting and the local community ✓ Knowledge of Makaton sign language ✓ Ability to drive a minibus ✓ Relevant professional Qualification (EG NVQ, QCF)

Job Purpose

To provide support and befriending to children and adults with learning disabilities in order to improve health and wellbeing, reduce social isolation and maximise independence.

To work as part of a team to enable a small group of children and adults with learning disabilities, to participate in meaningful activities, outings and events in a safe, stimulating and person-centred environment.

To supervise children and provide direct care and play activity for young people with a range of learning disabilities, working as part of a team to ensure a safe, stimulating care environment

To maintain regular contact with people with learning disabilities who access Community Services through a range of mediums, including through telephone calls, group chats, skype and/or zoom

To be a positive role model for staff and an ambassador for Guild Care.

Main Duties

- To facilitate meaningful activities and/or outings for adults and children with learning disabilities in a Day Service or Community Based setting, that will enable individuals to have the opportunity to participate in a wide range of social activities and experiences, reducing isolation, developing friendships and having fun.
- To provide direct care for individuals across a range of tasks, including engaging in meaningful activities, physical movement, going to the toilet, and dressing where needed, in accordance with all policies, procedures and instructions.
- To supervise individuals or small groups of adults or children engaging in activities
- To be aware of current legislation and codes of practice when providing services for children and adults with learning disabilities and ensure compliance with these standards.
- To play a key role in ensuring the safety, supervision and care and support of all individuals accessing Community Services for adults and children with learning disabilities and ensure the highest professional standards in all aspects of care practice, social and leisure activities.
- To encourage and motivate all individuals to join in and try new things; whilst respecting their right to refuse.
- To administer prescribed medication where appropriate including emergency medication as required
- To know how to use different pieces of equipment to support individuals, such as hoists, manual and electric wheelchairs and standing frames
- To be confident in the care of individuals with difficulties eating and swallowing, and assist with eating and drinking where appropriate
- To signpost individuals to other services that may be of benefit to them.
- To attend training, supervision and team meetings as required
- To build and maintain effective relationships with people who access services, relatives, carers, internal colleagues, commissioners, and other professionals
- To ensure that any Guild Care buildings and their environments are well maintained and kept clean, comfortable, and safe.
- To drive a minibus (if qualified) or act as a transport assistant on a minibus when collecting people from their homes to bring to the day service, returning them home at the end of each day or when participating in trips in the local community.
- To ensure the safety and security of individuals at all times, and to be personally responsible for individuals being cared for on a one-to-one basis.
- To support the manager to ensure the service meets its contractual and regulatory requirements
- To contribute to service quality monitoring and audits, to ensure lessons are learned and the service continues to improve
- To maintain accurate and up to date electronic and hand-written records, including care and support plans, risk assessments, medication records and petty cash records
- To report all accidents and untoward incidents to the Manager
- To ensure that all feedback, including complaints, compliments, and suggestions are encouraged, recorded, reported to the Manager and used to improve the service.
- To enable individuals to express their views, by involving them in making informed choices about their lives and decisions that affect them.
- To understand and follow Guild Care policies and procedures.

- To carry out any other duties as may be appropriate and required to enhance the work of Guild Care's Community Services

Health and Safety

As an employee you have a responsibility under the Health and Safety at Work Act 1974 to:

i) Take reasonable care of yourself and others at work
ii) Co-operate with Guild Care to ensure the laws relating to health and safety are not broken.
iii) Report any problems or concerns about health and safety to the day service manager in the area in which you are working.

Equal Opportunities

Guild Care is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

Confidentiality

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his/her duties.

Safeguarding

Guild Care is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment

Scope of Job Description

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

Signature	
Name	
Date	