

Who are we?

Positive Futures is positive about people. We transform peoples' lives every day. We support people who have a learning disability, acquired brain injury and autism.

The bottom line is this: wonderful things can and do happen when people get the right support, at the right time, from the right people.

ABOUT US AND THE ROLE



What does a Community Support Worker do?

Put simply, your job is to support people to live the life they want.

To help you to do this, you will:

- receive a full and paid induction
- spend time getting to know the person you are supporting
- learn how best to support that person
- work as part of a dedicated team to provide support.

You don't need formal qualifications or experience, but you do need to be kind, patient, and have a sense of fun.

**Who will I be
supporting?**

You can find out about
the team you will be
working in, by clicking
the **'Meet us, join us'**
document linked under
Employee Benefits.

POSITIVE FUTURES

ACHIEVING DREAMS. TRANSFORMING LIVES.



Job Title	Community Support Worker
Reports to	Service Manager

Purpose of Role

To provide high quality support to children and young people. To mentor, coach and act as a strong role model for other staff in delivering high quality support to deliver our Mission:

**“POSITIVE FUTURES FOR PEOPLE WITH A LEARNING DISABILITY,
ACQUIRED BRAIN INJURY OR AUTISM - WORKING TOGETHER TO
ACHIEVE DREAMS AND TRANSFORM LIVES”**

...through fulfilling your role in line with our organisational values.

Main Responsibilities

Supporting Children and Young People

- Form a positive relationship with the child/young person, maintaining appropriate professional boundaries with them and their families
- Ensure every child/young person we support is protected from abuse at all times and report any issue of concern in line with Positive Futures' Safeguarding Children Policy
- Support the child/young person to access social, leisure and community-based activities in their local area
- Provide high quality support at all times, giving each child/young person the particular support they need, as outlined in their person-centred plan, to help them to achieve their objectives/goals
- Act as a role model to others when supporting children and young people in the community
- Support children and young people to improve their level of independence at home and in the community
- Work as part of a team, to learn about the child/young person and share that knowledge with staff and/or volunteers
- Ensure any risks that are identified during support of a child/young person are responded to promptly and escalated in line with Positive Futures' Risk Management Framework
- Support children and young people to understand and make choices and to speak up for themselves
- Be able to work on a consistent but flexible basis, on your own or as part of a team

Administration

- Accurately complete and submit all records on an on-going basis within the service e.g. learning logs, communication charts, contact records, incident reports, risk assessment updates etc.

Professional Practice

- Attend meetings like team meetings and meet with your manager (Person Centred Supervision) regularly.
- Complete all mandatory training as part of your probationary period and any further training which may be required to support the children and young people referred into the service.

General

- To read, understand and follow policy, keeping aware of new policies and policy changes/development.
- Maintain positive professional working relationships with key individuals and agencies.
- Take part in induction and training to help you become better at your job.
- Work on your own if needed.
- Support volunteers in their role.
- Support new staff to learn the job.
- Maintain confidentiality.
- Work to a good standard in line with statutory and regulatory requirements and Positive Futures' Policies and Procedures.

Self-Directed Support

Some of our services provide direct support hours which are funded *by either* the Trust's Self-Directed Support Scheme *or families direct payment scheme* to children, young people and adults. This includes:

Supporting individuals to have choice and control over all aspects of their lives, enabling them to participate and contribute to their local community through involvement in social, educational, leisure and employment opportunities. This may involve group work or 1:1 support.

How do I apply for this job?

Complete an application form online stating how you meet the following criteria for this job in the shortlisting section of the application form. We will use this shortlisting section to decide whether to invite you to an interview.

To apply for this role, you **MUST** have:

- **Personal or work experience of providing care or support for someone for at least 6 months in the past 2 years.**
You can meet these criteria, if you can tell us about experience such as caring or supporting a child, family member, relation or friend, OR volunteering or completing a work placement where you provided care or support.
- **Hold a full and valid UK Drivers Licence and have access to a car insured for business purposes (or willing to amend insurance) to transport the people we support and fulfil the demands of the role.**

Positive Futures reserves the right to enhance the shortlisting criteria.

If you meet the shortlisting criteria, you will be invited to attend an interview.

To be successful at interview and ensure the people we support receive the highest quality service, you need to:

- Share our **POSITIVE** values
- Have the right skills (or competencies) needed for the job.

Our Values

“Our values” are what underpin everything we do in Positive Futures.

PEOPLE FIRST – our people are at the heart of everything we do.

OPPORTUNITIES – we seek out opportunities that enrich lives and empower people.

SUSTAINABILITY – we strive for positive social, economic and environmental benefits for now and in the future

INNOVATION – we embrace creativity and continuous learning to reimagine and refine our unique person-centred support

TENACIOUS – we don’t give up – we believe in making the impossible, possible.

INCLUSION – our staff and people we support are our strength, we listen and learn together.

VALUE FOR MONEY – delivering impactful, life changing results with efficiency and integrity.

EXPERTISE – we look beyond limitations in our pursuit of excellence

Our Competencies

You need to have the following skills (competencies) to help the people we support to live the life they want.

Competencies for the role	You need to be:
Respectful and Understanding of Others	• Kind and work well with others, treating them with respect and dignity • Understanding of the needs of others
Effective Communication	• Able to communicate effectively with others, verbally and in writing
Results and Quality Focus	• Able to be an active, positive and co-operative member of the team • Helpful and supportive of others • Focussed on the best interests of people we support
Problem Solving and Decision Making	• Open minded and able to resolve difficulties • Able to make good decisions
Resilient to Change and Challenges	• Open to change and new developments / initiatives • Able to adapt well to new and unfamiliar situations • Resilient and cope well when challenges arise

The people we support and our staff are at the heart of all that we do.

As a valued member of staff, you can avail of our competitive salary and benefits package



Pay

1. £12.71 per hour
2. £12.90 per hour
3. £13.12 per hour

The above salary scales are based on full-time hours (37.5 hours per week). Salary for part-time hours will be calculated on a pro rata basis.

Relief Community Support Worker:
£12.71 per hour plus holiday pay



Holidays

28-33 days paid per holiday year (including designated holidays)



Pension

We offer a contributory pension scheme - we pay 4% for eligible staff alongside your contribution of 5%.

Employee Benefits

Please click [here](#) for a list of our comprehensive benefits.

Meet Us Join Us

Please click [here](#) to find out about the team you will be working in.



Training and Support

You will receive induction, relevant training, and regular 1:1 support meeting with your manager. We also provide opportunities for team development and, when needed, specialist training for teams.

We will support you to develop your career and, complete external and/or accredited training programmes relevant to your role.