

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

Support Worker (Wheatfield Short Break Service)

Put simply, your job is to:

- Provide high quality support to people to enable them to live independently and to have choice and control over all aspects of their life.

To help you to do this, you will:

- Receive a full and paid induction
- Work as part of a dedicated team
- Receive regular support from your manager
- Have opportunities for training, professional development and career progression.

Who will I be supporting?

People we support who come in for short breaks. This gives them a chance to get a break from home and a chance for the family to take a rest from caring.

ABOUT US AND THE ROLE



POSITIVE FUTURES

ACHIEVING DREAMS. TRANSFORMING LIVES.

Job Title	Support Worker (Short Breaks Service)
Reports to	Deputy Service Manager/Service Manager

Purpose of Role

To provide high quality support to people to enable them to live independently and to have choice and control over all aspects of their life in order 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

Providing Person Centred Support

- Form a positive relationship with the person being supported, maintaining appropriate professional boundaries with them and their families.
- Promote and support relationships, which enable people with a learning disability, to be included, and engage in their local community. Ensuring the high quality, person centered support (outlined in the person's Person Centered Portfolio) needed to live the life they want and achieve their dreams/goals.
- Support people to understand and make choices and to speak up for themselves.
- Work as part of a team, to learn about the person and share that knowledge with staff and volunteers, to further enhance each person's individual support plan.
- Ensure any risks that are identified during support of a person are responded to promptly and escalated in line with Positive Futures' Risk Management Framework.
- Be involved in planning and evaluating activities with the people supported.

Supporting Independence, Social and Communication Skills

- Support people to have choice and control over all aspects of their lives.
- Support people to make decisions based upon informed choices and speak up for themselves and/or seek support from advocacy services where needed.

- Support people to understand their responsibilities in relation to decision making and lifestyle choices.
- Enable people to participate in, and contribute to, their local community as active citizens (e.g. involvement in social, leisure and community-based activities, engagement in volunteering, training and employment opportunities as relevant).
- Support people to keep in touch with important people in their lives (including friends, family, carers, advocates and any other significant people).
- Support people to plan for and go on holiday, going with them if needed.

Supporting people to be safe and healthy

- Support people to be safe and healthy in all aspects of their lives: by maintaining their physical and emotional well-being.
 - by supporting people to understand and protect themselves from different types of abuse.
 - Support people to look after themselves in all aspects of personal care as needed and/or provide personal care if needed, ensuring that people are treated with dignity and respect at all times.
 - by ensuring they are protected from abuse at all times, reporting any issue or concern in line with Positive Futures' safeguarding policies.

Supporting independence, social and communication skills

- Support people to have choice and control over all aspects of their lives, enabling them to participate and contribute to their local community (e.g. involvement in social, leisure, training, volunteering and employment opportunities as relevant).
- Support people to make decisions based upon informed choices, understand their responsibilities in relation to these choices and speak up for themselves and/or seek support from advocacy services where needed.

Staff, volunteers and other parties

- Act as a strong role model for other staff and volunteers:
 - Promoting best practice in delivering support.
 - In relation to ensuring support promotes people's independence, self-advocacy, social and communication skills.
 - In relation to the delivery of safe and effective support, including appropriate recording and escalation of any issues or concerns in line with our policies.

- Take part in the induction, ongoing coaching, mentoring, and training of new staff.
- Actively participating in meetings as required (e.g. team meetings).
- Positively promote volunteering within the service, be familiar with volunteer processes and encourage volunteers in their role.
- Challenge any poor practice and report any concerns to your Line Manager.
- Maintain positive professional working relationships with key individuals and agencies.
- Represent the Project/Service and/or the Organisation as required.

Administration

- Accurately and effectively maintain and store records and short reports within the Service, utilising appropriate systems, templates and record keeping processes (e.g. behaviours, incidents, communication, risk assessment etc.)
- Use ICT systems to carry out the responsibilities of the post (e.g. Microsoft Office, HR and Finance information system, support planner system)

Personal professional practice

- Participate in relevant learning and development courses as required and maintain your own mandatory training as required by the Service.
- Take part in Person Centred Supervision and performance review with your Line Manager.
- Read, understand, and follow all policies and procedures, keep aware of new policies and any changes and/or development of current policies and procedures.

General

- Promote Positive Futures' Mission, Values and Code of Conduct in all areas of your work.
- Seek to make continuous improvements in your area of work.
- Promote and encourage the involvement of the people we support in the everyday work of our Services and the wider Organisation.
- Understand and respect confidentiality and maintain personal data in line with Positive Futures' policies, procedures and guidance.
- Maintain positive professional working relationships with key individuals and agencies.

- Represent the Service and/or the Organisation as required.

There may be occasions when the Job Holder is required to fulfil some duties outside of normal working hours and flexibility is therefore essential.

This Job Profile is not restrictive, and the Job Holder may be required to undertake any other duties and responsibilities as may be directed by their Line Manager. All of the above duties must be carried out within the Policies and Procedures of the Organisation.

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*
- Full, valid driving licence and access to a car insured for business purposes in order to transport people we support. *Class 2 business insurance is required. Or Full, valid driving licence or ability to travel independently to meet the requirements of the post.*
- Basic digital skills e.g. to record notes and use rota, HR or care systems.

**This criterion is met if you can demonstrate experience such as caring or supporting a child, family member or friend, volunteering or completing a work placement where you provided care or support.*

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.

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 • Focused 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

Point 01: £12.71, £24,852.00

Point 02: £12.90, £25,223.00

Point 03: £13.12, £25,653.00

Relief Support Worker: £12.79 per hour



Holidays

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

You will earn one extra day per year up to 33 days.

Employee Benefits

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



Pension

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