**Job Description**

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| **Job title:** | **Community Inclusion and Progression Support Worker** |
| **Accountable to:** | Director of Operations |
| **Reporting to:** | Head of Community Inclusion & Progression |
| **Hours:** | 8 hours per week (Monday & Wednesday 10am – 2pm)  *Additional hours and travel may be necessary to meet the demands of the post* |
| **Salary:** | £8.86 per hour |
| **Location:** | Orchardville, Bangor (159 Belfast Road, Bangor, BT20 3PP)  There will be a requirement to travel throughout Greater Belfast and North Down to facilitate participant / group activities. |
| **Holidays:** | 22 days + 12 statutory days (pro-rata to hours worked) |

**Main Purpose:**

To support service users with learning disability and/or autism to take part in community-based activities to maximise their individual potential. Activities will promote greater independence, confidence and the development of new skills.

**MAIN RESPONSIBILITIES:**

 Operational Service Delivery

* Support participants to engage and fully integrate with their local community.
* Work under the direction and support the CIP Officer, to develop links within the local area and source community opportunities to promote participant inclusion into their community.
* Deliver accredited and non-accredited training programmes to service users that reflect personal goals and remit of community programmes
* Work as directed to assist and support participants to support their progression towards individual work plans and operational targets including:
  + Carrying out regular assessments with service users to capture progression using Outcome Star
  + Motivating and mentoring participants to achieve personal goals and realise their full individual potential as outline in the individual work plans.
* Secure participant involvement in the development of appropriate individual plans.
* Help support and reinforce appropriate work behaviour in all settings.
* Support group activities to ensure a positive environment is maintained, dealing with day to day participant difficulties.
* Liaise with colleagues, families, day centre staff and other stakeholders to ensure smooth running of placements.
* Conduct six monthly reviews to track progress and set goals involving other relevant stakeholders eg parents and health and social care staff.
* Work effectively with bank staff and volunteers to help ensure the effective delivery of our services and programmes as required.
* Participate in the Parents Forum, User Forum and Community Partnerships as required.

Financial and Information Services and Records Management

* Adhere to financial procedures and ensure receipts and records are maintained for all expenses.
* Monitor and record participant progression and outcomes to against individual plans and organisational objectives to enable them to achieve their full potential.
* Input information onto Outcome Star.
* Ensure the personal use of organisational resources is effective and efficient at all times.
* Keep relevant participant records systems (electronic or paper based) and databases are accurate, up-to-date and effective.
* Process and retain participant information as required by legislation and / or the needs of the organisation including GDPR.

Health and Safety and Safeguarding

* Actively ensure your own safety and the safety of those around you, ensuring that all aspects of health & safety are adhered to in line with organisational processes and procedures as outlined in the staff handbook.
* Highlight potential risks in relation to participant safety, carry out risk assessments as appropriate and ensure risk management procedures are followed.
* Undertake daily safety checks.
* Ensure personal safety by complying with the Orchardville Lone Worker Policy.
* Ensure adherence to safeguarding policies and procedures, legislation and good practice.
* Contribute at all times to the physical cleanliness and general condition of the facilities.

Quality and Continuous Improvement

* Deliver work to quality and other professional standards at all times, including in line with any relevant legislation ensuring tasks are performed promptly, accurately and within agreed timeframes.
* Perform the job in accordance with all our policies and procedures, especially our Equal Opportunities and Dignity at Work policies.
* Adhere to existing quality assurance requirements and recommend (where appropriate) potential quality improvements in processes and procedures.
* Abide by the organisational clear desk policy.
* Actively participate in initiatives aimed at continuous improvement to promote service excellence within your areas of work and across the organisation in line with best practice.
* Contribute to self-evaluation and quality improvement planning processes in the organisation to contribute to ensuring the delivery of high quality services and outcomes for Service Users.
* Participate as a team member to promote cross departmental co-ordination and working.
* Represent the organisation at meetings delivering presentations as required.

Personal Development

* Participate in learning and training opportunities to continually develop your own personal development to ensure your skills and knowledge is maintained and up to date.
* Take part in quarterly Planning & Development (P&D) meetings and an annual appraisal with the Line Manager.
* Identify personal and departmental training needs and provide comprehensive feedback on training undertaken.
* Perform the job in accordance with our policies and procedures, especially our Equal Opportunities and Dignity at Work policies.
* Be an ambassador for the organisation and build effective relationships with customers and stakeholders to further the Vision, Mission and Values of the organisation.
* Operate within integrity, ethics and ensure that the values of Orchardville (**E**mpowerment, **Q**uality, **U**SER, **I**ntegrity and **P**assion) **EQUIP** are evident and form the basis of your professional conduct.
* Attend conferences, meetings, and industry events.

**Other**

* The post holder is expected to be flexible and undertake other duties and additional tasks that may be required due to changing priorities or circumstances within reason and competence.

This job description may be subject to change in line with the changing needs and demands of the organisation.

**Personnel Specification**

**Essential Criteria**

* Literacy and Numeracy Level 2
* Proficient in the use of Microsoft Office applications including Word, Access, Excel, Outlook etc.
* 6 months experience of working with people with disability either paid or unpaid.
* Current full driving license, valid in the UK, and access to a car or other form of transport which will permit you to carry out the duties of the post in full. NB: *Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license. Successful candidates will be required to ensure that their insurance allows them to use their car for business purposes.*

**AND**

**Other Requirements**

* The post-holder will be required to travel other Orchardville locations and to external stakeholder premises on a regular basis and therefore the successful candidate must have or be prepared to arrange “Business Use” car insurance to fulfil the duties of the role.
* The successful candidate will be required to undergo an Enhanced Access NI check, which will be funded by Orchardville.

**Desirable Criteria**

* 4 GCSE’s or equivalent qualification
* Adult Safeguarding / Child Protection training
* Experience of working with / supervising people with Autism Spectrum Condition and or Learning Disability within a school, training or employment setting.
* Knowledge and understanding of the Disability Discrimination Act (DDA)

**NB:** Criteria may be enhanced to assist short-listing.

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| **Required Behaviours** |
| Strong outcome focused approach with the self-motivation and confidence to succeed |
| Demonstrate good organisational skills, time-management skills and strong attention to detail |
| Demonstrate flexibility within role demands |
| Ability to use initiative and make decisions within remit |
| Ability to demonstrate good communication – including written and verbal communication skills. |
| Proven track record of working within a team to achieve outcomes |
| Confidentiality in all aspects of role |
| Demonstrate organisational values of Empowerment, Quality, User focused, Integrity, Passion **(EQUIP)** |