

**Job Description**

**Job Title: Hours:** Community Inclusion and Progression Support Worker

**Reporting To:** CIP Manager

**Hours:** Monday – Friday

**Main Purpose**

To support participants 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. Activities include training initiatives, health promotion activities, independent living skills and practical sills e.g. joinery, gardening. CIP Support Workers will be allocated to deliver work in one of three geographical areas: Belfast, North Down or Lisburn. CIP Support Workers may be allocated to provide support and services to other geographical areas to cover absence, holidays or to meet other operational needs.

**MAIN RESPONSIBILITIES**

**Operational Service Delivery**

* Support participants to engage and fully integrate with their local community therefore you will be out and about in the local area with the group as well as delivering programmes at the base.
* Work under the direction and support of your line manager to maintain links within the local community to promote participant inclusion.
* Deliver training programmes to service users that achieve personal goals eg money management, ICT, cookery skills etc.
* Motivate and mentor participants to achieve personal goals and realise their full individual potential as outline in the individual work plans.
* Support group activities to ensure a positive environment is maintained, dealing with day-to-day issues that may arise.
* Be aware of risk assessments for activities and individuals, ensuring mitigations are followed.
* Help maintain a clean and safe working environment.
* Ensure knowledge of Orchardville’s policies and procedures is kept up to date.

**Financial and Information Services and Records Management**

* Follow all financial procedures and ensure receipts and records are maintained for all expenses.
* Process and retain participant information as required by legislation and / or the needs of the organisation including GDPR.

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**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 followed in line with organisational processes and procedures.
* Ensure personal safety by complying with the Orchardville Lone Worker Policy.
* Follow safeguarding policies and procedures, legislation and good practice.

**Quality and Continuous Improvement**

**Personal Development**

* Deliver work to a high quality and be professional at all times, ensuring tasks are performed promptly, accurately and within agreed timeframes.

**Personal Development**

* Participate in learning and training opportunities to continually improve your own personal development to ensure your skills and knowledge is maintained and up to date.
* 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.

**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**

* 6 months experience of working with young people or adults with disability or disadvantage in a paid or voluntary capacity.
* Proficient in the use of ICT packages including Word, Outlook and using virtual social platforms e.g. Zoom etc.

**Desirable Criteria**

* 4 GCSE’s or equivalent qualification (to include Maths and English)
* Adult Safeguarding / Child Protection training
* Experience of working supporting people with Learning Disability or Autism within a school, training, employment or residential setting
* 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*
* Support Workers will from time to time be allocated to provide support and services to the other geographical areas. The post-holder will be required to travel to 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

**Criteria may be enhanced to assist short-listing**