



Play Alloa
Support Worker
Recruitment Pack



Job Description: Support Worker

Post: Individual

Place of Work: Various

Purpose of Post

To provide supported social activities out in the community to known service users in receipt of SWD Direct Payments or other methods of payment.

Key Areas

1. Activity Planning
2. Liaison
3. Supervision and Support of Service Users
4. Direct Play and Social Activities

Responsible To: Senior Project Manager and Service Delivery Manager

Duties and Responsibilities:

Activity Planning

1. To accompany the service user on visits to safe, creative and appropriate social opportunities
2. To assist the service user to use public transport ie. buses, trains etc
3. To ensure that all service users, no matter their levels of communication and general ability, are given choice in their social activity and are actively involved during an outing/activity.
4. To support all service users in making friendships and communicating with other members of the community

Liaison

1. To develop and maintain good relationships and communications with parents to facilitate general needs
2. To consult with the service users and involve them in the planning of activities when appropriate.
3. To record session activity in the method provided.
4. Liaise with the office regarding all matters.

Supervision and Support of Service Users

1. Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities and that 'personal care' is not provided.

Personal Care: *Personal Care includes: assistance with dressing, feeding, washing and toileting.* The Department of Work and Pensions (DWP) defines this as attention required in connection with bodily functions. Bodily functions can include dressing, washing, bathing or shaving, toileting, getting in or out of bed, eating, drinking, taking medication.

2. Ensure that food provision is carried out within the guidelines of the food safety act 1990, and is balanced and healthy in accordance with dietary requirements.

Direct Social Activity

1. Ensure that social activity meets the full range of service user's individual needs.

Miscellaneous

1. To promote the aims and objectives of Play Alloa, and use these as a guide for daily activities.

2. To be aware of Staff Policies and Practices.

3. To ensure the provision of good standards of physical and emotional support.

4. To ensure good standards of hygiene and cleanliness are maintained at all times.

5. To be responsible for the Health and Safety standards appropriate for the needs of the children.

6. To assist with the preparation and maintenance of materials equipment.

7. To record any incidents/accidents in the incident/accident book.

8. To ensure every service user is collected by someone known to the group.

9. To ensure the provision of a high quality environment to meet the needs of individual service users from differing cultures and religious backgrounds, and stages of development.

10. To ensure confidentiality of information received.

11. To be aware of the high profile of the group and to uphold its standards at all times.

12. To be involved in out of working hours activities as agreed, e.g. Training, Staff Meetings, Summer Fair, Christmas Party.

13. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the manager.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Contract Basis: *Sessional, weekly, when required*

Hours: *Various*

Rate of Pay: *£8.83 ph*

Pay Frequency: *Monthly*

Person Specification: Support Worker



Attributes	Essential		Desirable	
QUALIFICATIONS AND TRAINING	A qualification (e.g. childcare, social care, care) or experience of working with children/adults	Application Form Interview	Access to a car with appropriate insurance for work purposes	Application Form Interview
	Willingness to attend and/or provide training offered by/for Play Alloa.	Application Form Interview	Current First Aid Certificate	Application Form Interview
EXPERIENCE	Working with children/young people with additional support needs in a variety of settings.	Application Form Interview	Working in a youth club/Playgroup/Summer Playscheme in a statutory or voluntary sector setting.	Application Form Interview
SKILLS AND KNOWLEDGE	Effective communication Skills with children and adults (written and verbal).	Application Form Interview/References	Working knowledge /awareness of other agencies/orgs with similar client group/aims to Play Alloa	Application Form Interview
	Ability to write reports online regarding service user activity and general development	Application Form Interview/References	Working knowledge of social inclusion practices, children's right and consulting children and young people.	Application Form Interview
	Organisational skills eg. Ability to priorities workload, flexible	Application Form Interview	Working knowledge of developing independent living skills.	Application Form Interview
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS	Understanding need for confidentiality and sensitivity.	Interview/References		
	Able to work on own initiative and as part of a team.	Application Form Interview/References		
	Flexible, approachable, enthusiastic and creative.	Application Form Interview/References		