

## JOB DESCRIPTION

**POSITION: DAY OPPORTUNITIES SUPPORT WORKER**

**AT: WAVERLEY HALL, HUDDERSFIELD**

**RESPONSIBLE TO: DAY OPPORTUNITY MANAGER**

**HOURS 16 HOURS PER WEEK**

**PAY £7.98 to £8.58**

### 1. ABOUT MENCAP IN KIRKLEES

We are a registered charity providing services to people with a learning disability who live in Kirklees.

2. **OUR VISION** is of a world where people with a learning disability are valued equally, listened to and included.

3. **OUR MISSION** is to:

- Support people with a disability across Kirklees, to fulfil their potential and lead happy and purposeful lives.
- Involve these people and their families, staff and other stakeholders in every aspect of the services and activities we provide.
- Campaign for change & improvement in the lives of people with a learning disability.
- Build on our high quality services and be responsive to changing needs.
- Run an effective & well managed organisation which provides excellent value for money.

#### **4. ABOUT WAVERLEY DAY SERVICE**

Waverley Hall is a day service for adults who have a learning disability. They are open to service users from 9.00am to 4.00pm Monday to Friday but people can arrange to stay longer for a small charge. They are based on Waverley Road just outside of Huddersfield Town Centre. They have places for 40 people a day and there is usually one member of staff for every four people who come to the service.

People can choose to stay at the centre to join in the activities which include arts & crafts; gardening; music; using computers; baking; playing games and learning life skills. People can also choose to go out and join in lots of other activities such as ten pin bowling; horse riding; adapted cycling; shopping; going to the leisure centre or to local events. Sometimes people go out in the accessible vehicles and sometimes they walk or use public transport.

#### **5. THE JOB:**

This job involves supporting people at the day service or out and about taking part in all kinds of activities from gardening to bowling, sewing to dancing. Some people will need help with personal care such as helping them to the toilet and helping them to eat a meal or have a drink, but some are more independent. Everyone has different needs and different levels of ability and the support workers job is to encourage the person to do as much as they can for themselves and keep as active as they can, both mentally and physically. Sometimes we need to provide 1:1 support for people who need a little extra help. This post includes some responsibility for driving people to and from the centre. In order to perform this role the successful candidate must be able to drive the centre's VW transporters.

#### **6. MAIN DUTIES**

The following is a broad outline rather than an exhaustive list.

- a. To attend to the physical, social and emotional needs of the people we support by:
  - supporting people to engage in a range of activities both in the day service and in the community.
  - assisting people to eat and drink where required.
  - providing personal care as required.
  - supporting with medication as required.

- maintaining care plans.
  - undertaking keyworker responsibilities.
- b. To ensure that the agreed aims of the care plan are followed together with any moving and handling risk assessments.
  - c. To ensure that a person's rights, dignity, choice and privacy are respected at all times.
  - d. To attend fire training, be present at fire drills and assist with the support and evacuation of people using the service where necessary.
  - e. To observe and report any changes in service user's physical and mental health to the person in charge.
  - f. To contribute to team meetings and service user reviews and attend any meetings that are essential to maintain the safe running of the service.
  - g. To maintain good working relationships with other professionals.
  - h. Take reasonable care of the health and safety of yourself, other persons and resources whilst at work. This includes identifying and reporting any maintenance and security issues.
  - i. To carry out such other duties appropriate to the post as might be allocated by the Day Opportunities Manager.

## **7. KNOWLEDGE & EXPERIENCE**

- a. Knowledge of the issues relating to people with a learning disability.
- b. To understand what dignity means and how this applies to this role.
- c. To understand the importance of team work and how this benefits the users of the service.
- d. Knowledge of what safeguarding is and the role this position plays in keeping people safe.
- e. An understanding of what confidentiality means and what the post holder's role is maintaining it.

- f. An awareness of cultural needs and how to provide sensitive support.
- g. To understand the importance of good working relationships within the team and with any other relevant people, including other professionals, parents and carers.

**8. SKILLS & ABILITIES**

- a. To be able to write clear and concise notes in our service user’s individual files, recording any changes in their physical and mental health and to pass on relevant information to managers, professionals and support workers as appropriate.
- b. To be able to communicate effectively with people.
- c. To be able to provide opportunities, encouragement & support to help individuals to reach their potential.
- d. To ensure that the service is always delivered with respect and a commitment to equal opportunities both for people using the service and for staff.
- e. An ability to drive is essential. Exceptions can be made in the case of a candidate unable to drive due to a disability.

**9. PAY SCALE (AS AT 1<sup>ST</sup> APRIL 2018)**

Up to 18 months service			After 18 months service		
Unqualified	Diploma Level 2	Diploma Level 3	Unqualified	Diploma Level 2	Diploma Level 3
<b>£7.98</b>	<b>£8.13</b>	<b>£8.33</b>	<b>£8.23</b>	<b>£8.38</b>	<b>£8.58</b>

**10. TRAINING & QUALIFICATIONS:**

Our staff are our biggest asset and we want them to be well trained so they are able provide high quality care to the people we support. In order that you can do that we will provide training in the following topics and you will be expected to complete these as and when asked to do so by the service Managers. Most of the training will take place in working hours but you will be expected to do some work towards the Diplomas and Level 2 qualifications in your own time. There is no charge for any of this training.

- Care Certificate or Equivalent Induction.
- Level 2 Diploma in Health & Social Care
  - Level 2 Certificate/Unit in Learning Disability Awareness
  - Level 2 Certificate/Unit in Infection Control
  - Level 2 Certificate/Unit in Health and Safety
- Safeguarding
- Mental Capacity & Deprivation of Liberty Safeguards
- Moving & Handling
- First Aid
- Medication Awareness
- Distraction and Intervention techniques
- Food Hygiene and Nutrition
- Fire Safety
- Pressure Care
- Dementia Awareness
- Oral Hygiene

## **11. BENEFITS OF WORKING FOR MENCAP IN KIRKLEES**

- a. Enrolment into our workplace pension scheme into which Mencap in Kirklees contributes 3% of your salary if you meet our qualifying criteria.
- b. Enrolment into a healthcare scheme that allows you to claim money towards the cost of dental, optical and other medical expenses.
- c. A generous holiday allowance that increases the longer you work for us.
- d. Sick pay and family friendly policies after a qualifying period.
- e. Membership of Mencap Extra's offering discounts on lifestyle purchases such as cinema tickets and meals out.
- f. Ongoing investment in your personal development and training to help you to achieve your career goals.

## 12. A DAY IN THE LIFE OF A DAY SERVICE SUPPORT WORKER

To help candidates to have a deeper understanding of the role they are applying for, we asked our existing staff to describe in their own words what a typical shift involves. This is what they said:

***If I am working in the centre.*** *On the days that I am driving I start work at 8am and check the driving run list and the diary to see which people I will be picking up on that day. I make sure that the vehicle checks have been done and I complete these myself if they need doing. I then set off on the appropriate routes picking people up along the way. When I return to the centre I join the other staff with the day's activities. All our morning activities start at 10.30 and run till around 12noon when we will prepare for having lunch. Indoor activities are based around arts/crafts, wood work, model making, board games, gentle exercise to name a few. We will have already spoken with service users to see how they would like to spend their time indoors. This is a good opportunity to show off any creative skills you have. At some point during the morning I may have to make or help to make lunch. I may have to assist people with eating their lunch or just sit and monitor individuals during their lunch. If I am staying in on the afternoon I will help or clean the kitchen after lunch. We have to administer any medication that is needed this is done by 2 staff. Some service users are able to self-administer.*

***If I am out in the community.*** *Before going out on a community activity I will ensure everyone has money to do the activity. If their money is held at Waverley I will book some out for them. I will check to see if any medication is needed. The activity is pre planned so each person's individual needs will have been accessed beforehand to ensure we meet them within the activity. Outdoor activities include Bowling, Cinema, Snooker, Walking, Cafes, and Parks. We also join in with local community gatherings like the local tea dance, local church, we also go out on day trips. Again if you have outdoor hobbies and ideas this is an ideal time to share. All service users again will have had choices in what they would like to do. We record in personal files what each individual has done during their day at Waverley.*

*At 3pm on the days that I am driving I start getting ready to take people home. The evening runs take about an hour but from time to time if there are delays on the route I may be a bit later back.*

## **13 NEXT STEPS**

If you want to apply for this post please complete an application form and return it to:

Administration Team

Brunswick House

33 East Street

Lindley

Huddersfield

HD3 3ND

### **Or you can hand it in at our Huddersfield offices**

If you want to chat to the manager of Waverley about any aspect of this role before you fill in the application form you can telephone Victoria Terry on **01484 340844** or you can email her at [victoria.terry@mencapinkirklees.org.uk](mailto:victoria.terry@mencapinkirklees.org.uk)

**UPDATED: SEPTEMBER 2018**