

## Job Description – Support and Enablement worker - Befriending

We are seeking support and enablement workers for our expanding service. We are looking for individuals with great social skills, with some experience in supporting individuals with learning disabilities or autism, who are reliable and able to use their initiative whilst supporting individuals within the community.

**Department:** Short Breaks / Support and Enablement Service

**Contract Type:** Zero Hours

**Location:** interview will take place at Clarence Street, successful applicants will support individuals within their family home, in the community through a range of activities tailored to the individual who is requiring the support.

**Pay:** £12.60 per hour

**Overall purpose of the job and its primary objectives:** To provide support to children, young people and adults with Learning Disabilities and autism in a variety of settings to promote independence, communication, skill building, inclusion, positive behavior and develop positive relationships. To give the families respite through our befriending services.

### **Key Relationships:**

- Children, young people and adults with disabilities.
- Parents/carers of the service user.
- Professionals who work with the family, children, young people and adults.
- Befriending Co-Ordinator, and Service Development Manager.

### **Key Responsibilities and Duties:**

- To support designated children / young people or adults ensuring their safety and wellbeing in community and individual pursuits.
- To recognise and provide for individual developmental needs, intellectually, emotionally, and socially; through activities within a variety of settings which are sensitive to the individuals' background and needs.
- To provide practical and emotional support to individuals empowering them to develop skills and appropriate independence.
- To demonstrate effective communication skills including report/observation writing, verbal, non-verbal and advocacy awareness.
- To consult and involve the individual in all decisions affecting him/her in whatever ways that are possible or appropriate.
- To empower the individual to access play, leisure and learning opportunities in a variety of settings.
- To develop a positive relationship with the supported individual and their parent's/carers/significant others.
- To attend (paid) Supervision meetings with the befriending Co-Ordinator or Service development manager.
- To undertake external and internal additional training as and when required.
- To be familiar with Nottingham Mencap's policies, procedures and guidelines including child protection, adult Safeguarding, equal opportunities, health and safety, and to work to the standards required by the relevant regulatory bodies such as the CQC.

- To undertake other duties at the request of the Befriending Co-Ordinator so far as they are compatible with the aims and level of responsibility to the post.

**Working context:**

- Must be able to travel in local areas.
- Must be able to meet the support requirements of the individual you are supporting in a variety of settings.
- Must be able to complete online training and annual updates ( which will be paid for by Nottingham Mencap)
- To be able to record online session sheets for the individuals regarding their planned sessions, behavioral development and outcomes that have taken place during the sessions.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation. This draft job description will be reviewed and amended, as appropriate, with a full review at six months at the end of the probationary period.

<b>Person Specification – Support Worker</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
<b>Qualifications &amp; Experience</b>			
Relevant qualifications or equivalent knowledge gained through work-based experience.	<b>E</b>		<b>A/I</b>
Experience working with adults with learning disabilities	<b>E</b>		<b>A</b>
Experience in providing personal care, including feeding and medication administration	<b>E</b>		<b>A/I</b>
Knowledge of safeguarding procedures and CQC standards.	<b>E</b>		<b>A/I</b>
Experience of forging strong working relationships with external agencies		<b>D</b>	<b>A/I</b>
<b>Skills</b>			
Strong interpersonal and communication skills (verbal, non-verbal, written).	<b>E</b>		<b>A/I</b>
Ability to build positive relationships with residents, families, and colleagues.		<b>D</b>	<b>A/I</b>
Competence in maintaining accurate records and documentation.	<b>E</b>		<b>A/I</b>
Ability to support individuals in developing independent living skills (e.g., cooking, hygiene).	<b>E</b>		<b>A/I</b>
Capable of delivering 1:1 support	<b>E</b>		<b>A/I</b>
<b>Personal Attributes</b>			
Empathetic, patient, and respectful of individual needs and backgrounds.	<b>E</b>		<b>A/I</b>
Committed to promoting independence and community inclusion.	<b>E</b>		<b>A/I</b>
Reliable, trustworthy, and maintains confidentiality.	<b>E</b>		<b>A/I</b>

Willingness to undertake training and continuous professional development.	<b>E</b>		<b>A/I</b>
Team player with a proactive and positive attitude.	<b>E</b>		<b>A/I</b>
Demonstrates the ability to act autonomously and seek support when required	<b>E</b>		<b>A/I</b>
The ability to adapt, flexible with strong problem solving skills.	<b>E</b>		<b>A/I</b>
<b>Values</b>			
Promote equality, diversity, and inclusion in all aspects of care.	<b>E</b>		<b>A/I</b>
Uphold the values and standards of Nottingham Mencap	<b>E</b>		<b>A/I</b>