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**JOB DESCRIPTION**

**Job Title: Support Worker**

**Project and Location:** Various across Northern Ireland

**Reports to** Project Manager

**Main Purpose of Job:** To ensure the day to day running of the Supported House and provide support to the Service Users, resident in the House.

**Main Job Tasks**

* To carry out all duties as required of a key worker role (eg) completing Support Plans, reviewing and updating risk assessments
* To advise and provide practical assistance to Service Users in budgeting, shopping, cooking, cleaning and all aspects of developing independent living skills
* To assist Service Users to find, secure and move on to permanent, more independent accommodation
* Take Young People to appointments when required
* To facilitate weekly Service User meetings as required
* To promote Service User involvement and active participation in the Project at all times including the decisions being made about themselves
* To advocate for Service Users re: rights & entitlements when agreed/required
* To be available to work at times appropriate to the changing needs of the Service Users and to ensure the efficient use of staff resources. This will include (on occasion) working outside normal hours
* Work with challenging behavior and through effective support planning / with advice and guidance from your manager, develop interventions/ways of working
* Maintain accurate, up to date records and checklists in relation to all work activity as requested by Project Manager/Senior Support Worker
* Adhere to all policies and procedures as set down by BCM and comply with the standards for Social Care Staff as set down by the Northern Ireland Social Care Council – this includes the maintenance of your NISCC registration on an annual basis
* Adhere to standards set down by RQIA and Supporting Peoples Quality Assessment framework
* Ensure that you adhere to the organisation’s Health & Safety Policy to ensure your/the service users – health and well-being at all times
* Be actively involved in maintaining premises, including cleaning
* Attend staff/team meetings and participate in all learning and development activity pertaining to the post and as required by management
* Establish and maintain effective communication with social work teams, NIHE staff & other support agencies in the community
* Duties allocated by the Project Manager in his/her absence (eg) assist in the assessment / induction of a Young Person
* Ensure that each job task you undertake reflects BCM’S core values of **Respect, Integrity, Person-Centred, Excellence**
* BCM has a large number of Volunteer’s across the organisation and the Support Worker will work alongside these volunteers and provide the necessary assistance/support when required

The above list is not an exhaustive list of duties and you will be expected to undertake additional tasks which the organization deems to be within your area or training, expertise and/or experience.

**PERSON SPECIFICATION – SUPPORT WORKER**

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| **Criteria** | **Essential** | **Desirable** |
| **EXPERIENCE** | * Minimum of 1 year(s) experience of working with adolescents |  |
| **QUALIFICATIONS** | * GCSE Mathematics & English Language at Grade C or above (or equivalent (candidates must provide proof of equivalency) * You will be required (if not already attained) to undertake a QCF Level 2 in Health & Social Care * You will be required to attain (if not already attained) registration with the Northern Ireland Social Care Council |  |
| **SKILLS** | * Excellent communication skills with the ability to adapt to various audiences (eg) Young People; Families; external agencies; * I.T to include working knowledge of Microsoft word & outlook for email/diary management * Ability to deal with challenging behavior in a diplomatic, empathetic and professional manner * Excellent time management / organizational skills |  |
| **PERSONAL ATTRIBUTES** | * Be of a kind and caring disposition with a genuine interest in working with young people |  |
| **TRANSPORT** | * Possess a full (clean) UK driving license and business insurance and have access to a car (you will be expected to transport Service Users, on occasion to appointments etc) |  |

**GENERAL TERMS AND CONDITIONS**

Duration: Permanent

Hours: As and when required to include evenings and weekends.

Salary: £7.38 - £10.42 per hour depending on age, shift and location

Pension: Entitled to join after three months service. Staff are required to make a minimum contribution of three percent of basic salary to their personal pension within the Group Scheme.

Access NI: This post requires that a check must be carried out under the requirements off Access NI Enhanced Disclosure. This will involve a full criminal records check which will show spent and unspent convictions, cautions, cases pending and any other relevant information.

If you require more details regarding the conditions of employment you will be given the opportunity at interview to discuss these and other matters.