



Personalised 4 Autism

## Job Description

<b>Role</b>	Support Worker (Bank)	<b>Employment Type</b>	Bank
<b>Location</b>	Northampton and surrounding area	<b>Reports To</b>	Registered Manager and/or Team Leader

All applicants are considered based on their experience and qualifications and in line with our equal opportunities policy.

### **Purpose of the Role**

Personalised 4 Autism supports individuals across the autism spectrum with a wide range of needs and may also have other medical needs such as epilepsy. The aim of our support workers is to allow individuals to achieve their personal goals with person centred planning at its core. Each of our clients are unique and their needs all differ, this may include help with day-to-day tasks, taking medication, personal care, accessing the community, and seeking employment opportunities. This is an overview of the role and is not an exhaustive list of the duties. There are other activities that will fall within a reasonable scope of the role and over time this may be subject to change and may evolve depending on the people we support.

### **Overview of Responsibilities**

- Enable Individuals to achieve independence as far as possible in all areas of their life by providing appropriate information and support (practical and emotional) to make choices in areas such as running of their own homes, finances, personal goals and the support we provide.
- Create opportunities for social and leisure activities encouraging individuals to present themselves as valued members of the local community as well as supporting individuals with communications with other organisations.
- Apply appropriate intervention techniques for the protection and safety of the individual being supported and others during times of anxiety.
- Support Individuals to take any prescribed medicine or personal care where required ensuring company procedures are followed and records are maintained.
- Provide a safe and comfortable home for the individuals we support, ensure health and safety procedures are followed, and maintenance issues are raised.
- Ensure all records are maintained and updated accurately in line with company procedure including incident reports and daily notes
- Liaise with outside entities such as parents, social workers, medical professionals, local authorities, police force as required promoting good working relationships and a positive impression of the organisation.
- Ensure the rights of the individuals we support, and colleagues' rights are always protected and treated with respect.
- Maintain confidentiality about individuals, colleagues and the company by ensuring all personal data is secure and security measures are followed.
- Ensure availability to complete compulsory training requirements and encourage a culture of continuous development by demonstrating enthusiasm in assigned training activities.
- Participate in regular supervision, employee surveys, and promote policies and procedures throughout your activities.



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### **Personal Specification**

- Ability to communicate effectively and sensitively with different people using a variety of methods including other professionals
- Display enthusiasm and a positive attitude towards the people we support
- Ability to demonstrate empathy and be supportive to the individuals
- High level of integrity and honesty
- Display a flexible attitude towards the needs of the service
- Reasonable administrative/IT skills in relation to records
- Ability to work on your own initiative and comfortable with lone working

### **Experience**

- Previous experience in a care setting of at least 1 year (essential)
- Experience working with individuals with autistic spectrum disorders (desirable)
- Hold an NVQ or equivalent in health and social care or be willing to work towards this (desirable)

### **Highlighted Working Conditions**

- The service we provide is spread across the Northamptonshire area and travel between individuals' homes or activities will be required with the possibility of transporting individuals to and from events.
- Our service operates 24 hours a day, the day support team operate between the hours of 8am till 10pm with a combination of early and late shifts, with the night team operating between 10pm till 8am both rota' include weekends and public holiday. No hours will be guaranteed, and available sessions will be offered to all bank staff and will be rewarded on a first come first served basis.
- A 3-month period of inactivity will result in being removed from our banked staff list and will mean you will no longer be offered shifts.
- The role will involve some lone working with service users in either their home or in the community, however you will have access to support when on shift through our "on call" system.

### **Employment Package**

- ✓ £8.91 an hour
- ✓ Competitive sleep-in allowance
- ✓ 45p per mile mileage allowance
- ✓ Workplace pension scheme
- ✓ Recommend a friend scheme
- ✓ Quarterly staff recognition awards