



Job Description

Role	Apprentice Support Worker (Driver)	Employment Type	Permanent – Full Time
Location	Northampton and surrounding area	Reports To	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.
- Support with the Health and Safety routine tasks assigned to you for the locations such as first aid supply checks, fire safety test.
- Ensure all records are maintained and updated accurately in line with company procedure including the care plans, incident reports, daily notes.
- General administrative or maintenance task that supports the running of the service.
- 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.
- Actively seek development opportunities beyond the compulsory training requirements and encourage a culture of continuous development by demonstrating enthusiasm in assigned training activities.



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- Participate in regular supervision, annual appraisal, employee surveys, and promote policies and procedures throughout your activities.

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
- Full UK driving licence and access to a vehicle with business use insurance

Experience

- No previous experience required however some personal experience would be advantageous

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
- Working patterns varies between the hours of 8am till 10pm including weekends, public holiday with scope of additional sessions and "sleep in" opportunities with rota's available in advance.
- 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.
- The role will include the enrolment onto an NVQ in Health and Social care which will need to be completed.

Employment Package

- ✓ 28 days holiday (inclusive of bank holidays)
- ✓ Starting from £6.56
- ✓ Average 37.5 hours per week
- ✓ Competitive sleep-in allowance
- ✓ 45p per mile mileage allowance
- ✓ Workplace pension scheme
- ✓ Recommend a friend scheme
- ✓ Staff perks platform
- ✓ Cycle to work scheme
- ✓ Quarterly staff recognition awards
- ✓ Opportunity to complete related qualifications