

Job Description

Job Title: Learning Disabilities Support Worker

Reports to: Project Manager

Key Working Relationships (Internal): Project Manager

Key Working Relationships (External): GP, Health and Social Services Agencies

Responsible for: N/A

Direct Reports: N/A

Salary circa: £19,000 rising to £22,000 per annum on successful completion of probation

Hours of work: 40 hours per week

DBS applicable: Yes

Job Summary

To work as part of a team providing 24 hour person centred support to people with learning disabilities and complex challenging needs.

Main Duties and Responsibilities

- To develop support plans as appropriate in conjunction with customers and other professionals if required; to meet customers' needs.
- To monitor and evaluate the progress of customers against their support plan.
- To hold key work meetings with customers in line with LCH practices.
- To liaise with other relevant agencies, carers and other stakeholders, as appropriate.
- To assist customers to minimise substance abuse and implement harm reduction strategies where appropriate.
- To identify potential risk of harm and abuse to customers and others.
- To work with customers to challenge behaviours that create risk and establish agreed boundaries and expectations.
- To implement strategies to manage conflict
- To encourage customers' to reduce their risk of involvement with the criminal justice system.
- To develop good interpersonal relationships with customers and offer them appropriate emotional support.
- To monitor customers' physical health and encourage them to develop healthy lifestyles.
- To liaise with the GP or any specialists, as appropriate.
- To enable customers to attend external activities and become networked into local services in order to engage in meaningful daytime activities
- To support and encourage customers to maintain a clean living and working environment.

- To encourage and assist customers to:
 - Enhance their “life skills”
 - Improve money management and budgeting, including access to welfare benefits
 - Access education, leisure and recreational facilities
 - Access primary and secondary health services
 - Take up education and training opportunities
 - Access employment opportunities where appropriate
 - Develop their own wider support network
- To maintain comprehensive customer files to the standard required and also:
 - Accidents/Incidents
 - Maintenance matters
 - Health and Safety issues
- To represent the organisation in a professional manner
- To attend regular performance management meetings, staff meetings and any other meeting as directed by the Project Manager
- To ensure LCH Quality Management Systems including PSOCC, My Guides, and the day to day project administration paper work is effective and good quality
- To actively review own performance and development needs to assist personal career growth
- To ensure safeguarding protocols are followed
- To implement good practice in Health and Safety
- To keep up to date with current good practice and legislation in service delivery, undertaking training as required.
- To carry out all duties and responsibilities in accordance with LCH’s Policies & Procedures
- To promote equality, diversity and inclusion in all aspects of work

Personal specification

Post

Learning Disabilities Support Worker

Qualifications and experience

Successful experience of working with vulnerable adults, preferably in a Learning Disabilities setting.

Knowledge, skills and abilities

- Understanding of how mental health problems, learning disabilities and complex needs may affect day to day functioning
- Ability to establish and maintain rapport and liaise appropriately with customers, team members, clinicians and other external support services.
- Good IT skills and capacity to adapt easily to new systems
- Good written and verbal communication skills
- Knowledge and understanding of safeguarding policies and procedures
- Commitment to, and understanding of, equality of opportunity and the ongoing management of diversity
- Good knowledge of what day to day best practice is in Health & Safety
- Ability to work flexibly at different sites, on a 24 hour rolling shift pattern which includes days, evenings, nights, weekends and sleepovers.

Applicants must state clearly on their application form the ways in which their skills and experience meet all the selection criteria in the Person Specification. If you do not adequately address each and every one of these in your application, we will not be able to shortlist you.

Conditions of service and personnel information

Post

Learning Disabilities Support Worker.

Salary

£19,000 rising to £22,000 per annum on successful completion of satisfactory probation.

Eligibility to work

Under the Asylum and Immigration Act 1999, LCH has a responsibility to ensure that all employees are eligible to work in the UK. Consequently before you can commence work you will be expected to provide evidence of your eligibility to work in the UK. This may be your birth certificate, passport, work permit or other document confirming your right to work in the UK.

Annual Leave

25 days per annum plus Bank Holidays.

Interest Free Travel Loan

After completion of probationary period.

Pension

You will be automatically enrolled in the Cyrenians pension scheme which is administered by NEST. Contributions will be deducted from your salary on the basis of 4% of your basic salary but this contribution will rise to a level of 5% from the 1st October 2018. You may, opt out of the NEST pension arrangements within a time period of 28 days from the enrolment date and further details will be made available from NEST and Cyrenians on the opt out process.

Hours

The normal working week is 40 hours per week.

Location

To be agreed at a later date.

Probation

The first 6 months of your employment will serve as a probationary period. During this period your performance and conduct will be monitored. Upon satisfactory completion of your probationary period, your appointment will be confirmed.

Expenses

Staff will be reimbursed with amounts incurred in the performance of their duties, within agreed budget and sanctioned by their line manager.



Contract of Employment

Issued on appointment to post.

Handbook

Issued during induction, containing full information of Terms and Conditions of Employment and Policies and Procedures of Cyrenians.

Screening

This post is subject to satisfactory references, pre appointment Health Assessment and an enhanced Disclosure and Barring Service (DBS) check.

Application for the position of:

London Cyrenians Housing is compliant with Data Protection legislation.
Please refer to the London Cyrenians Housing Privacy Policy Notice for further information.

SECTION 1: Personal Details			
Title:	First Name:	Surname:	
National Insurance no.:		Known As:	

SECTION 2: Contact Details			
Home Address -			
Postcode:			
Home Telephone No:		Mobile No:	Date of Birth:
Email address:			

SECTION 3a: 1 st REFEREE			
Name of Referee:		Relationship to Applicant:	
Organisation:		Position held:	
Organisation Address			
Post Code:			
Email:		Work / Mobile Telephone No:	
Are you happy for us to contact this person before interview? <input type="checkbox"/> Yes <input type="checkbox"/> No			

2 ND REFEREE			
Name of Referee:		Relationship to Applicant:	
Organisation:		Position held:	

Organisation Address			
Post Code:			
Email:		Work / Mobile Telephone No:	
Are you happy for us to contact this person before interview? <input type="checkbox"/> Yes <input type="checkbox"/> No			

SECTION 4: PREVIOUS EXPERIENCE				
Dates of Employment	Name and Address of Employer	Your position and salary	Brief Outline and Duties involved	Reason/s for leaving

SECTION 4: Right to Work	
Please tick as appropriate	UK Citizen <input type="checkbox"/> Work Permit <input type="checkbox"/> Date expiring: _____ Visa <input type="checkbox"/> Date expiring: _____ Other: <input type="checkbox"/> Date expiring: _____

SECTION 5: VOLUNTARY WORK			
Dates	Name and Address	Your Position	Brief Outline of Duties

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SECTION 6: QUALIFICATIONS AND TRAINING
Please include here details of any qualifications or training courses that you consider are relevant to the post for which you have applied.
You may be required to provide evidence of any academic qualifications stated.

Dates	Organisation Running Course and Title	Details of Content
		English, Maths, Science, Drama, Spanish,

SECTION 5: SKILLS AND EXPERIENCE
Please use this page to describe why you consider yourself suitable for this post.
Please read the advice notes and address the person specification in completing this section.
Drawing upon your experience, skills and qualifications explain how you meet each selection criterion, addressing each one in turn using appropriate headings. The shortlisting panel needs as much relevant information as you can provide.

SECTION 6: EQUAL OPPORTUNITIES POLICY
Please explain how you would demonstrate your commitment to Equal Opportunities in your work.

SECTION 7: ADDITIONAL INFORMATION

When could you be available for work, or what notice period does your current employer require?	
Have you ever been convicted of a criminal offence? If yes, please give details on a separate sheet. N.B. All convictions have to be identified for this type of work and cannot be spent. An enhanced DBS Disclosure will be required for all staff.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any special needs in order for you to attend for, or participate in, an interview?	
<input type="checkbox"/> No <input type="checkbox"/> Yes. (please specify below)	

I declare that the information that I have provided is true and accurate, and in particular that I have not omitted any material facts, which may have a bearing on my application. I understand that the offer of a contract of employment is conditional on the above. I accept that if I do not comply with the above any offer made to me may be withdrawn.

I accept that once I have commenced employment, London Cyrenians Housing will be entitled to terminate my contract without notice, if there is any untrue or inaccurate information in, or any material omissions from, my application or in any supporting documents submitted with it.

I give my consent to London Cyrenians Housing making such reasonable enquiries as it thinks fit in respect of the information and details given in this application.

I have read and understood the London Cyrenians Housing Privacy Policy Notice.

Signature: _____
Date: _____