# Job Description

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| Job Title: Recovery Support Worker (Learning Disability & Autism) |
| Reports to: Project Manager |
| Key Working Relationships (Internal): Project Manager & Area Managers |
| Key Working Relationships (External): Service users, significant others, and statutory services |
| Responsible for: Promoting safety, health, wellbeing, and independence  |
| Direct Reports: none |
| Salary: £25,000 - £26,500 |
| Hours of work: 35 hours per week  |
| Type of contract: Temporary 1 year |
| DBS applicable: Yes |

# Job Summary

* To enable people to maximise their potential and live a fulfilling life
* To provide support with all aspects of daily living
* To promote good physical and mental health, develop and implement health action plans, support plans and working practice risk management plans
* To co-produce and implement communication plans
* To develop positive behaviours and motivation for change.
* To provide an appropriate daily structure that stimulates learning, growth, and self-reliance
* To promote digital inclusion and use of assistive technology where appropriate

# Main Duties and Responsibilities

1. Communication and Information
* To ensure records (computer and paper files) are accurate, informative, GDPR complaint, user friendly and reported in a person centered, factual manner
* To organize and attend service user meetings and support service user engagement in such using relevant communication styles
* To ensure service users have a comprehensive welcome and induction to our services
* To promote LCH and its work externally and liaise in a professional manner with relevant people and agencies
1. Working with Service Users
* To ensure the safeguarding of vulnerable adults through compliance with LCH’s Safeguarding Policy
* To carry out regular and focused key working sessions in accordance with people’s communication plans
* To co-produce working practice risk management plans as required based on information provided by statutory risk assessments and to share these with clinical teams and significant others for input, information, and agreement
* To ensure support planning is co-produced (with service users and shared for approval with clinical team), SMART, monitored, reviewed and cross referenced to other key plans/action e.g., positive behavior support, working practice risk management, health assessment and move on plans and circle of support meetings
1. Quality
* To contribute to improving service quality
* To promote and follow good health and safety practices including use of and familiarity with policy and procedures, comprehensive risk assessments, safety equipment (e.g., always wearing solo protect lone worker devices), fire safety, keeping training updated, compliance with covid safety measures and reporting any health and safety issues/breaches to Project Manager in the first instance
1. Finance and Administration
* To assist with the accurate and timely submission of monthly financial returns
* To ensure that welfare benefits are claimed in an accurate and timely fashion
* To assist with day-day financial tasks and ensure accurate and transparent record keeping
1. Operational Matters
* To carry out all duties and responsibilities in accordance with LCH’s policies and procedures
* To promote equality, diversity, and inclusion
* To attend and contribute to staff meetings, performance management meetings with project manager and actively review own performance and training/developmental needs to assist in personal and career growth
1. Other Duties
* Undertake any other duties and responsibilities appropriate to the post, as may be required from time to time

# Person specification

# Post

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# Recovery Support Worker (Learning Disability & Autism)

# Qualifications and Experience

* Experience of supporting vulnerable people.
* Educated to GCSE level in English or equivalent.

# Knowledge, Skills, and Abilities

* Ability to support people with empathy, dignity and respect.
* Excellent interpersonal skills with the ability to establish and maintain rapport and liaise appropriately with key stakeholders.
* Ability to calmly de-escalate challenging situations by understanding and following procedures/working practice risk management plans.
* Ability to identify potential new/unknown risks posed by service users with the appropriate skills to report and/or co-produce mitigation strategies with clinical teams and significant others.
* Knowledge and understanding of the safeguarding of vulnerable adults and the ability to act as appropriate.

# 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 one of these in your application, we will not be able to shortlist you.

# Key Terms and Conditions of Service

# Post

Recovery Support Worker (Learning Disability & Autism)

# Salary

£25,000- £26,500 per annum.

# 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. This will mean submitting 2-3 documents e.g., birth certificate, passport, work permit or other documents confirming your right to work in the UK.

# Annual Leave

25 days per annum plus Bank Holidays.

# Pension

You will be automatically enrolled in the Cyrenians pension scheme which is administered by NEST.

# Hours

The normal working week is 35 hours per week

# Location

Staff will be allocated to a named service as part of their induction but can be moved as required according to the exigencies of the service.

# Probation

The first 6 months of your employment will serve as a probationary period.

# Screening

This post is subject to satisfactory references, pre-appointment Health Assessment, confirmation of Eligibility to Work and an Enhanced Disclosure and Barring Service (DBS) check.