



## Activity Support Worker

### Job Description

**Hours: 40 per week**

**Working Pattern: Weekdays 08:30 to 16:30**

**Location of Work: Apuldram Centre, PO20 7PE**

**Contract Type: Fixed term to 31 December 2024**

Work as directed to provide adult social care and support customers to access and participate in a range of social and practical activities which provide opportunities for socialising and skills development across day care and outreach locations.

### Specific Duties:

#### Service Delivery

1. Deliver a range of sessions as directed for customers to engage in activities which are based on their individual needs and wishes that are complementary to the Organisation's facilities and local community resources.
2. Provide practical support either on a one to one or group basis, promoting self-reliance and skills development. Be accessible, approachable and sensitive to customer needs demonstrating respect and dignity at all times.
3. Put forward your ideas to engage customers in new and innovative activities and experiences which are linked to mental and physical well-being. Encourage customers to participate in new pursuits.
4. Administer medication as set out in the medication policy and ensure MAR sheets are accurately completed. Provide assistance with personal care and undertake first aid duties as required. Assist customers with mobility problems or other physical disabilities and assist in the use of support aids and personal equipment as required.
5. Be alert to and report any issues that arise to the Activity Support Team Leader in relation to customer safeguarding and customer welfare.
6. Key Work designated customers as directed and participate in Key Worker sessions as part of the daily routine.
7. Support the provision of a transport service to take customers to/from the centre as and when required.

#### Support / Communication

1. Communicate effectively with customers, volunteers, customer families / friends and other staff members. Undertake one to one personal support (as directed) and skills development as agreed with the customer, their family and professionals involved with the individual support plan.

2. Promote a safe working environment by following all health and safety procedures. Ensure all risk assessment procedures are followed as directed and complete appropriate paperwork for accident recording.
3. Work in accordance with all regulatory and quality frameworks adopted by The Apuldram Centre. Follow all policies and procedures and ensure that all necessary paperwork relating to the care and progression of customers within your team is up to date.
4. Supervise customers during break periods.
5. Undertake first aid duties as required.

### **Personal Accountability**

1. Act professionally and work co-operatively as a member of a staff team and contribute to a culture of open communication, to include constructive feedback for self and colleagues. Participate in staff meetings as required making a constructive contribution.
2. Remain up to date with relevant legislation, organisational procedures, policies and professional codes of conduct.
3. Undertake ad-hoc projects as directed by centre management from time to time.
4. Attend all training courses as directed and be responsible for maintaining and improving own knowledge, skills and professional development through experience and training.
5. Be willing to work flexibly in order to meet the needs of the service
6. Undertake any other duties that reasonably fall within the scope of the job role as and when required to ensure the safe and smooth running of the Service

### **Person Specification**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Good general standard of education to include numeracy, literacy and IT skills GCSE Grade C or equivalent	Recognised vocational qualification in health & social care.
Previous experience of working in the voluntary and community sector, working with adults with learning disabilities and providing personal care / support (paid or unpaid) to adults with a learning disability. Understanding of the Mental Capacity Act	Recognised qualification in working with adults with a learning disability.
Good communication and interpersonal skills with friendly and engaging personality. Good written skills	
Commitment to learning, training and professional development.	Medication training

First Aid training	
Full driving licence and access to a vehicle	MIDAs training
Able to work flexibly	

**Key Competencies Required for the Role:**

- Ability to motivate and communicate effectively with a range of people using interpersonal and influencing skills.
- Ability to sole work or as part of a team.
- Ability to work flexibly and creatively with customers with a learning disability.
- Ability to provide personal care.
- Ability to maintain confidentiality.
- Ability to complete and maintain accurate records.