**Job Description – 4ME Senior Care Support Worker**

**(30 hours per week)**

**Post Title:** SeniorCare Support Worker: 4ME Activity Service

**Workplace:** Reading Mencap, RG1 5PE

**Responsible to:** 4ME Service Manager

**Hours:** 30 hours per week (6 hours per day 10am to 4pm)

**Pay rate:** £12.25 per hour

**Job Purpose**

* The job holder will be a part of the overall staff team, working together with the service users in a user-led and person-centred approach. Ensuring service users are fully involved in meaningful activities, looking at interests and ideas to help develop their independence and create opportunities for trying and developing new ideas.
* There is a responsibility to ensure that the Reading Mencap charity image is properly represented at all times.

**Main Duties and Responsibilities**

* To work with colleagues to ensure the general welfare of all service users is always maintained, attending to physical and personal needs as necessary, including the administration & storage of medication
* One day per week to lead the morning staff briefing and planning session, allocating tasks and ensuring that important information is shared with colleagues
* As Senior Care Support Worker you will work with the 4ME Service Manager helping in the assessment of individual support needs of service users and planning the appropriate support strategies within a person-centred approach.
* Ensure that all daily tasks are completed including management of medications and completion of diaries. Delegate duties to care support workers and volunteers appropriate to their role and communicating with link-workers when relevant.
* Help to ensure that relevant staff are fully involved with any external services who are involved with their service users as necessary
* Agree all proposed expenditure for activities with the 4ME Service Manager
* Assess risks and plan strategies with your line manager to minimise and manage them
* Provide practical assistance to service users including support with activities, personal care, everyday living skills and travel awareness through training
* Attend Senior’s meetings, coming prepared to share and contribute to the meetings.
* Contribute to Service user reviews where appropriate.
* Comply with all Reading Mencap policies and procedures
* Actively promote the stated values of Reading Mencap

**Training Opportunities**

* Reading Mencap has access to Reading Borough Council and Voluntary sector training in addition our own Safeguarding in house training. Additionally, by arrangement there will be an opportunity to study for a formal qualification in care.

**Skills and Competencies**

* Ability to support service users in a manner that respects their privacy and dignity
* Able to empathise and follow a person-centred approach
* Able to assess needs and implement support requirements that lead to greater

independence for users.

* Able to research activities and resources in the local community and think and plan

creatively towards developing new activities.

* Able to work effectively as part of a team and establish a good working relationship with

staff and volunteers, positively motivate them and help foster good team spirit

* Able to work independently managing own workload and using effective time management

to meet plans and deadlines

* Able to keep and maintain accurate records
* Familiarity with Microsoft software including Word and Outlook email
* Commitment to self-evaluate and reflect on own practice.
* Good communication skills both verbal and written
* Ability to manage occasional challenging behaviours and difficult situations tactfully and

competently, to act carefully and thoughtfully in a crisis or emergency

* Discretion and clear understanding of confidentiality

**Person Specification**

* The jobholder will need to be polite and calm with service users and staff at all times
* A driver with own transport and willingness to drive our minibus essential
* Comfortable with the mission, vision and values of the voluntary sector
* Commitment to high quality work
* Professional attitude to confidentiality
* Enjoy working within a small team
* Adaptable and flexible attitude
* Calm and non-judgemental
* Positive approach to work

**Experience:**

* To hold an NVQ 2 in care or its equivalent is required or willingness to work towards this qualification. (Support can be given for study and financing of the qualification)
* Working knowledge of health and safety procedures
* Experience of working with people with learning disabilities is preferred, together with an understanding of their changing needs in the community, or in a caring role with other vulnerable people.

**Physical, Mental and Emotional Demands:**

Although infrequent, the nature of the organisation’s work may mean, at times, dealing with Service Users who could be upset, difficult, at risk or unwell thereby creating emotional demands.

**Working Arrangements**:

6 hours per day, between Monday to Friday.

**Working Conditions**:

Reading Mencap, 21 Alexandra Road and out in the community. Reading Mencap has a minibus which is used for outings and activities.

**Other:**

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders may be required to undertake other duties and responsibilities relevant to the nature, level and extent of the post.

**Probationary Period:** 3 months

**Salary:** £12.25 per hour

**Holiday Entitlement**: 22 days holiday p.a (pro rata) plus bank holidays

**Pension:** 5% Employee contribution plus 3% Employer contribution to NEST Workplace Pension Scheme

**Considerations:**

Appointment to this post will be dependent on Enhanced DBS clearance and two satisfactory references**.** Reading Mencap will pay for the DBS check.