

Job Description – Day Services Support Worker

Responsible to: Day Services Manager

Salary: SCP 14

Actual: £23,843.62

Hours: 37.5 hours (8:30am – 16:30pm) – Full Time 52 weeks

Job Purpose

To provide personal care and support to access community and independence activities for SEND graduates who attend Camphill Wakefield's Day Services provision. To ensure that the service meets high standards of education, training, and care and provides an individualised, person-centred service.

Key responsibilities

To support graduates' development under the direction of the Day Services Manager by contributing to the graduate's social development and independence skills and participating in its delivery as a member of a coordinated team.

Key Tasks

A Day Services Support Worker may be responsible for all or some of the following, working with small groups or on a one-to-one basis.

- To follow and act upon Behaviour Management guidelines and all relevant support & care plans, advice, and programmes.
- To provide the graduates with encouragement, reassurance, and comfort, and when necessary to help in the management of those graduates who may be aggressive, distressed or disruptive, in accordance with skills and training.
- Always Supporting the long-term aim for the graduates' independence by encouraging the growth of these skills, but to nonetheless assist with, when appropriate, with the physical and personal care of the graduates.
- To support the graduate attending sessions to meet their individual targets, recording and monitoring their outcomes.
- To support graduates in gaining self-confidence and independence, through encouragement and reassurance, and by using therapeutic strategies.
- To support graduates with their management of personal care and eating and drinking as needed.
- To participate as part of the team in the planning, recording and evaluation of sessions and study programmes.
- To support graduates with their use of technology & aids, use communication devices.
- To work alongside graduates in practical / vocational sessions at Camphill and in the community.
- To participate (when required) and lead in various activities and to accompany the graduates either to other areas of the site or off site for scheduled meetings or activities.

- To supervise the graduates during break times.
- Liaising with other staff (Line Managers, Education and Residential Support and Tutors, etc) during the allocated periods regarding the graduates' behaviour and development.
- To attend meetings, in conjunction with the line manager, with educational, care, therapy concerning graduates and to complete any relevant paperwork for these meetings.
- Assisting with assessing, planning and reviewing graduate progress.
- Attending appropriate in-service training as required by the job role.
- To ensure that educational and recreational equipment and aids are both prepared and cleared away following direction from the Line Manager/Tutor.
- To ensure any necessary administration (photocopying etc.) is completed and that supplies of consumable items are maintained at an appropriate level as advised by the Line Manager/Tutor.
- To undertake any activities as may be required to ensure the safe and effective running of any assigned working area in compliance with Health and Safety regulations.
- Administering of medication in accordance with Policies and Procedures, once trained and assessed as competent.
- To work in any area of Camphill Wakefield or to transfer between areas as requested by the Line Manager.

General

- Ensure all duties are carried out in accordance with Health and Safety Policy.
- This Job Description is not exhaustive, and the post holder may be required to undertake other appropriate duties and projects from time to time. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside of your normal skills and experience.
- **Camphill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**
- Working according to the policies and guidelines of the organisation.
- To be committed to Continuous Professional Development (CPD)
- Improving your own understanding of the values that underpin the work in the organisation by attending relevant induction and training.
- Respect confidentiality always.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Please sign and return a copy of this document. Please retain the second copy for your reference.

Line Manager Signature:

Date:

Employee Signature:

Date:

Person Specification – Day Services Support

Requirement	Essential or Desirable?	How Assessed?
Knowledge& Understanding: Experience of working in a similar role. Knowledge of OFSTED or CQC Knowledge of SEND code of practice. Experience working with Microsoft Word and Excel. A current, clean driving licence	 Essential Desirable Desirable Desirable Desirable	 Application & Interview Interview Interview Interview Application Interview
Skills & Abilities: Ability to support individuals with personal care needs. Excellent interpersonal skills. Excellent communication skills. Good numeracy & literacy skills. Good planning skills. Good organisational skills. Good IT skills. Ability to prioritise workload and meet strict deadlines. Ability to work independently and as part of a team.	 Essential Essential Essential Essential Essential Essential Essential Essential	 Interview Interview Interview Interview Interview Interview Interview & Application Interview Interview

Personal Attributes: Self-motivated. Creative and innovative. Commitment to personal development. Flexible in approach. Reliable. Honest.	Essential Desirable Essential Essential Essential Essential	Interview Interview Interview Interview Interview/references Interview/references