

Flexible Support Worker

Job Description & Person Specification

Job Details

Job Title:	Flexible Support Worker
Department:	Choices / Active Lives Choices - You will be allocated shifts in Grace Eyre supported living houses, outreach services and community-based activities across Brighton & Hove and / or West Sussex
Location:	Active Lives – You will be allocated shifts in Active Lives, 36 Montefiore Road, Hove, BN3 6EP and community-based activities across Brighton and Hove
Reporting to:	Flexible Support Team Co-ordinator / Service Manager
Staff responsible for:	None
Salary:	Salary Band 2
Working Time:	Hours are worked Monday to Sunday on a 24-hour basis. Be able to get to different areas of the local community using public transport or own vehicle.
Any specific working conditions:	Flexibility in availability in order to support services to cover sickness annual leave and training is essential. Shift types are daytime and evening hours weekends and sleep ins. The post will require some lone working.

Summary of the Role

To support services to cover annual leave, sickness and training whilst continuing to provide good quality support, allowing the people in our service to be listened to and be part of their community. To support people to have strong and supported relationships, have good housing and support to gain employment. We support people to travel independently, to try new things and to live healthy lives.

Key Tasks and Responsibilities

- Work to the Grace Eyre values and charter.
- Work well on your own and as part of a team.
- Get to know the people you support, read and contribute to support plans and keep written records.
- Use IT equipment provided to help you do your job and to record information.
- Help people with personal care and medication in a dignified way if they need help and promote being healthy.
- Work in a positive way with the person and other people in their lives including family and professionals.
- Enable people to go out and about in their local community, to make connections, develop their skills and confidence and have fun.
- To be aware of health and safety for yourself and others and promote a safe working environment.
- Use the training and guidance provided by managers to give good support and develop your skills.
- Follow Grace Eyre Policies and Procedures and report any concerns you have about the well-being of people Grace Eyre support.
- At Grace Eyre we have an Equalities Policy and we treat everyone with respect and recognise individual needs and we expect all staff to do the same.

The post will include other duties and responsibilities not specified here. It is also likely that changes will be required from time to time.

Qualifications/ Education

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| • NVQ Level 2 or 3 in Care or equivalent | Desirable |
| • Educated to GCSE level | Desirable |

Skills/Competencies/Abilities

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| • The ability to develop relationships with a variety of individuals and work with them in a positive and co-operative way | Essential |
| • The ability to deliver a high quality and person-centred service for each individual | Essential |
| • Ability to communicate information clearly and precisely | Essential |
| • Good organisational skills and time management | Essential |
| • Ability to support individuals to participate in all decisions which affect their lives | Essential |
| • Ability to support Grace Eyre management and the staff team to achieve agreed outcomes in a cooperative manner | Essential |
| • Ability to work creatively and welcome innovative ideas | Essential |
| • To be able to advocate for people with learning disabilities and/or autism, when appropriate | Essential |
| • The ability to plan and support a wide range of practical tasks and learning opportunities at home, in the community or within day opportunities. | Essential |

- To be able to plan and support a wide range of activities that support social integration in the community such as leisure, sporting activities Essential
- To be able to adapt to work with a wide range of individuals with varied needs in different services within Grace Eyre Essential
- Physically able to support individuals in wheelchairs and respectfully support with personal care tasks as required Essential
- Empathy with people with disabilities Essential
- Even tempered and able to keep calm in emergencies and stressful situations Essential
- Be assertive, confident but not directive and non-judgmental Essential

IT Skills

- Good IT Skills Desirable

Knowledge

- Experience of working within services for people who have learning disabilities, autism or another group of people requiring support Essential
- Experience of key working and coordinating care plans with individuals Essential
- Experience of challenging prejudice, discrimination and oppression Essential
- Knowledge of innovative and quality practices in services for people with learning disabilities and autism Essential
- Knowledge and understanding of legislation and best practice effecting people with learning disabilities. Essential
- Understanding and commitment to equal opportunities, especially in relation to people with learning disabilities Desirable
- Knowledge of health, medication and physical needs as they affect adults with complex needs Essential

Our Values

Our organisational values are a shared set of standards that everyone at Grace Eyre can aspire to and help us to bring our vision, mission, Charter and Our Plan to life.

Our values are:

Welcoming
Everyone invited

Encouraging
In it together

Pioneering
Aiming high

Joyful
Having fun

Celebratory
Sharing success

