

My AFK

# JOB DESCRIPTION

**Job Title:** Support Worker (Bank)

**Report To:** Lead Support Worker/ Services and Business Development Manager

**Salary:**  £12.50 per hour

**Location:** Hornsey, London N8 9DJ, with some travel

**DBS:** This post is subject to a criminal record check under the arrangements established by the Disclosure & Barring Service

##### **Context Of Job**

my AFK is a national charity helping young disabled people develop their

independence and find employment. Our vision is a world where all people living

with a disability get to lead the life they choose. As part of this we provide bespoke

employment skills training and organise work placements across North London. At a

national level, we provide mobility equipment not available on the NHS for disabled

children and young people up to the age of 25.

###### Overall Job Purpose

As a Support Worker, you will contribute to the running of our high-quality Short Breaks programmes during the school holidays both in our office and in the community. You will provide direct support to young disabled people accessing our programmes to ensure they are able to enjoy and achieve in all chosen activities as much as possible. You will also demonstrate a strong commitment to their safety and wellbeing.

##### **Working Conditions**

* *This post is for* ***9 weeks per year*** *during School Holidays in February, March/April, May, July/August and October excluding Christmas. The hours will vary but be on Weekdays within the hours 8:30 am and 5pm*
* *Variable hours contract with no minimum hours guaranteed*
* *Post Holder may be expected to work some evenings or weekend as required by the Job.*

**Principal Job Responsibilities**

## To support young people with a wide range of disabilities and needs, including those with challenging behaviour to access the holiday programme

## To assist young people’s participation in sessions, trips, and a variety of social and leisure and play activities; including supporting them to socialise with peers.

## To work positively with colleagues, and take direction from the session leader and the Service Support Coordinator, to ensure high-quality experiences for all young disabled people

## To liaise appropriately with parents, carers and other professionals

## To welcome young people to AFK at the beginning of the day, and support with transitions throughout the day including at the end eg, make full use of all available games and equipment to ensure young people are fulfilled.

## To participate in the evaluation of sessions and services

* **To work at all times within AFK policies and procedures including Equality & Diversity, Safeguarding, Data Protection and Health and Safety Policies**

## To attend training events as required for your role

## To report any concerns or queries while carrying out tasks to your Line Manager

## To attend meetings as required to support and contribute to the development of future delivery

## To carry out any other appropriate tasks as reasonably required by the session leader or other members of the management team

**Additional Responsibilities**

* Carry out duties relating to Communications at AFK as directed by the PR and Communications Manager
* Liaise with other staff members in carrying out work for their departments.
* Assist with the Induction of young people as directed by your Line Manager Including fire safety, first aid and accident reporting procedures
* Support and work with young people who have a range of support needs during both on and off site activities
* Assist and facilitate any practical/disability related needs of young people
* Complete administrative tasks required to carry out the role
* Deliver Personal Care as required

**Person Specification- Support Worker**

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| --- | --- | --- | --- |
| **Criteria** |  | Essential | Desirable |
| Qualifications | * NVQ Level 2 in a relevant field or equivalent experience in a comparable professional environment
 | √ |  |
| Experience And Knowledge | * Minimum 12 months experience of working with young disabled people and young people with Autism
 | **√** |  |
| * Experienced in developing and running sessions and activities for disabled young people
 |  | **√** |
| * Current Certificate in First Aid or willing to train
 | **√** |  |
|  |  |  |
| Skills And Abilities | * Experienced in using a range of communication methods with young people including those who are non-verbal Eg: Makaton and PECS
 |  | **√** |
| * Experienced in supporting behaviour that challenges
 |  | **√** |
| * Experienced in supporting young people with Personal Care needs
 |  | **√** |
| * Effective time management skills and the ability to prioritise work
 | **√** |  |
| Personal Characteristics | * Highly organised and motivated
 | **√** |  |
| * Highly flexible and responsive to change
 | **√** |  |
| * Enthusiasm and willingness to learn new skills
 | **√** |  |
| * Excellent communication skills
 | **√** |  |
| * Reliable and punctual for work
 | **√** |  |
| * Ability to contribute effectively to a team
 | **√** |  |
| Health and Safety  | * Awareness of responsibilities relating to Health and Safety
 | **√** |  |
| Equality, Diversity and Inclusion | * Commitment to equal opportunities and anti-discriminatory practice
 | **√** |  |
| Safeguarding  | * Knowledge and understanding of Safeguarding and what it means when working with disabled people
 | **√** |  |
| Person Centred | * Awareness of the principles and practice of Person-Centred Support
 |  | **√** |
| AFK’s aims and objectives | * Understanding of and commitment to the Mission and Vision of my AFK
 | **√** |  |