JOB DESCRIPTION

**Job Title:** Support and Enablement workers

**Hours:** Various. To be agreed prior to employment

**Salary:** £12 per hour

**Main purpose of role:**

Nottingham Mencap run building based and community support for children, young people and adults with learning disabilities and autism. We are looking for supportive, caring people to join our building-based service to support the safe delivery of activities. The role may be supporting someone on a 1-2-1 basis or supporting as part of a team. Activities will be at our main building, but may also be in the community at sports halls, or day trips.

**Relationships:**

* Children, young people and adults with disabilities.
* Parents/carers of the service user.
* Professionals who work with the family, children, young people and adults.
* Lifestyle Choices support team, Admin team and Senior Management.

**Departmen**t: Lifestyle Choices

**Location**: Either at Clarence Street in Sneinton, Nottingham, Wilford Village Hall

**Hours of work:** Hours will be agreed prior to any role being offered. We are looking for support on a Thursday and Friday. Typically, a shift will start at 09:00 and finish at 15:30 each day of the week (Monday – Friday). There may be half days available too (09:00 – 12:00/ 13:00 or 12:00/ 13:00 – 15:30)

**Key Responsibilities and Duties:**

* To support designated adults ensuring their safety and wellbeing in a group setting.
* To recognise and provide for individual developmental needs, intellectually, emotionally, and socially; through activities within a variety of settings which are sensitive to the individuals’ background and needs.
* To provide practical and emotional support to supported individuals empowering them to develop skills and appropriate independence.
* To demonstrate effective communication skills including report/observation writing, verbal, non-verbal and advocacy awareness.
* To consult and involve the individual in all decisions affecting him/her in whatever ways that are possible or appropriate.
* To empower the individual to access activities within the day opportunities at Nottingham Mencap.
* To support the person/ group in the community if necessary.
* To develop a positive relationships with service users, support staff and the team.
* To undertake external and internal additional training as and when required.
* To be familiar with Nottingham Mencap’s policies, procedures and guidelines including adult Safeguarding, equal opportunities, health and safety.
* To undertake other duties at the request of the Service Manager, so far as they are compatible with the aims and level of responsibility to the post.

**Job Type:** Part-time £12 /hour

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| **Person Specification –** **Administrator/ Receptionist** | **Essential** | **Desirable** | **Assessed by** |
| **Qualifications/Education** |  |  |  |
| Relevant qualifications or equivalent knowledge gained through work-based experience.  | **E** |  | **A/I** |
| **Experience** |  |  |  |
| Relevant experience of working with adults with a Learning Disability  |  | **D** | **A/I** |
| **Knowledge** |  |  |  |
| Knowledge of person-centred support for those with a Learning Disability or Autism. |  | **D** | **A/I** |
| A clear understanding of equal opportunities and anti-discriminatory practice | **E** |  | **A/I** |
| **Skills** |  |  |  |
| Excellent interpersonal skills and ability to relate to people at all levels | **E** |  | **A/I** |
| Able to work in a busy environment. | **E** |  |  |
| Clear and concise communicator | **E** |  | **A/I** |
| **Personal Attributes**  |  |  |  |
| Demonstrates empathy and understanding towards others | **E** |  | **A/I** |
| Demonstrates the ability to act autonomously and seek support when required | **E** |  | **A/I** |
| Take account of your own and others’ roles and responsibilities in carrying out and evaluating tasks | **E** |  | **A/I** |
| Commitment to the aims of Nottingham Mencap  | **E** |  | **A/I** |
| Demonstrates flexibility and willingness to adapt to new practices  | **E** |  | **A/I** |
| **Other** |  |  |  |
| Willing to undertake further training as required and to personally develop new skills and understanding | **E** |  | **A/I** |