**Job Description**

**Job Title**:  **Day Service Support Worker**

**Department: Social Care, Dorchester**

**Reports to: Day Service Senior**

**Liaises with: Social Care Department, Senior Support Worker, Head of Adult Services and associated professionals**

**Main purpose of job role:**

To enhance and support the vocational learning, independent skills, day opportunities and needs of young people with a SEN or SEND on an individual and small group basis.

**PRIMARY TASKS:**

To work with people on an individual basis or in small groups:

* To work in an active day service to facilitate activities and help build skills.
* To deliver person centred care and promote independent living skills in day opportunities.
* To develop people’s personal and work skills in readiness for the workplace
* To provide support and guidance within a range of different vocational training areas
* To maintain positive relationships to establish successful vocational work training opportunities
* Act as a role model within the variety of vocational training areas to enable young people to the best understanding of each job role
* To support young people to document, record and reflect upon their achievements alongside evidencing the requirements for qualification assessment (if appropriate)
* To record and provide written reports on young people’s progress
* Support and guide young person to achieve outcomes (long & short term) identified within care plans, key worker meetings and action plans.
* Support and guide young person to follow designed and planned, Behaviour Management Strategies, SALT, Sensory Diet and Physiotherapy programmes (if appropriate)
* Liaise with staff to assign person to the different roles that they may undertake throughout the day
* To demonstrate personal commitment to equality to ensure we develop a community which celebrates and values diversity
* To promote and adhere to the Employ My Ability’s Health and Safety at Work policy and procedures
* To fulfil requirements of Employ My Ability’s appraisal and support and development systems, supporting effective practice
* To carry out such other duties as may be requiredby the Social Care Department and Employ My Ability Partners

**Safeguarding**

Employ My Ability takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young people. Therefore, we require that all staff share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training.

**Equality & Diversity**

Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

**Health & Safety**

Promote Employ My Ability’s Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department.

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| **Employee Signature:** | **Date:** |
| **Line Manager Signature:** | **Date:** |