**Job Advert. – *To be completed for every vacancy***

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| **Job Ref. No: *to be completed by HR*** | **1062GIL** | | | | | | | | |
| **Initial Wording for Indeed & Website** | Our Gillingham location for Adult Social Care is looking to recruit a new Support Worker to join our dedicated and friendly Day Opportunities team. You’ll help deliver fun and meaningful activities, promote independence, and empower individuals to thrive in a supportive, and community-focused environment.  EMA Social Care works in tandem with our education provision, and our shared location just outside of town in Gillingham is a vibrant hub where individuals are enabled to achieve and feel supported while doing so. Our Social Care services are growing, so if you’re committed to inclusion, enjoy working as part of a team, and want to make each day count, we'd love to hear from you.  Please carefully read our full job advert, job description, and person spec before applying. | | | | | | | | |
| **Job Role:** | **Day Opportunities Support Worker** | | | | | | | | |
| **Department:** | **Adult Social Care** | | | | | | | | |
| **Location:** | **Gillingham** | | | | | | | | |
| **Reports to:** | **Day Opportunities Coordinator & Head of Adult Social Care** | | | | | | | | |
| **Remuneration & Rewards Package,** *include sleep-in rates, bonuses, etc.* | * £20,317.44 per annum (£25,396.68 FTE) * 32 days annual holiday (inclusive of Bank Holidays) – pro-rata for part-time staff | | | | | | | | |
| **Working Days/Hours:** | **32 Hours**  **Tuesday - Friday**  **0845-1645**  **Start Date – Monday 8th September** | | | | | | | | |
| **Type of Contract:** | Full Time |  | | Part Time | | x | | Zero Hours |  |
| Salaried | x | | Hourly Paid | |  | | TTO-Term Time Only |  |
| **Notice Period:** *after probation period* | **One Month** | | | | | | | | |
| **Equipment Required** | Mobile Phone | | Laptop | | Fob(s)specify where for below | | Otherspecify details below | | |
| **Tick here if required** | **x** | |  | |  | |  | | |

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| **Main purpose of job role:** | The support worker role within Day Opportunities is responsible for supporting the service to provide engaging and fulfilling activities to those who attend the service. Working alongside the day opportunities coordinator and other support staff to ensure the smooth running of the service and the meeting of clients needs, wishes and outcomes. |
| **Key tasks:** | To effectively support the coordinator in the day to day running of your service.  To provide the necessary support to individuals using the service to ensure their needs, wishes and outcomes are met.  To run small group activities, as needed, under the direction of the day opportunities coordinator.  To contribute to ideas and initiatives that improve the service, and outcomes for those who attend.  To form part of the adult social care safeguarding team, acting as point of contact for clients to raise concerns.  To liaise with individuals, their families and other professionals as required to meet their support needs. |
| **Other duties/responsibilities:** | **Providing direct support** to individuals to engage in daily activities, social opportunities, and life skills development, both within the service and in the wider community.  **Promoting independence** by encouraging and assisting individuals to participate in planning and decision-making about their own care and activities.  **Facilitating structured sessions** such as art, cooking, music, drama, fitness, or vocational skills, tailored to the interests and needs of the individuals.  **Supporting with personal care**, where required, in a respectful and dignified manner that upholds each person’s preferences and privacy.  **Monitoring individual progress** and wellbeing, maintaining clear, accurate, and timely records including support plans, risk assessments, and daily notes.  **Promoting safeguarding** and the welfare of all individuals by adhering to relevant policies, procedures, and reporting any concerns in line with safeguarding protocols.  **Working collaboratively** with families, carers, external professionals, and colleagues to deliver holistic and consistent support.  **Contributing to a positive team environment**, participating in team meetings, supervision, and ongoing training to continuously improve practice.  **Championing equality, diversity, and inclusion**, and upholding the rights and choices of young adults with learning disabilities at all times.  **Supporting individuals with behaviour that may challenge**, using approved techniques and a person-centred approach, with a focus on positive outcomes.  **Promoting safeguarding** and protecting the welfare of all individuals by following organisational and statutory safeguarding procedures, raising concerns promptly, and contributing to a safe and supportive environment.  **Maintaining a safe environment** by adhering to health and safety policies and procedures, conducting regular risk assessments, and reporting hazards or incidents without delay. |
| **Safeguarding:** | Employ My Ability is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.  Applicants will be required to undergo child protections/adult safeguarding screening appropriate to the post, including checks with past employers, and an enhanced DBS check.  It is a criminal offence for those who are barred from working in a regulated activity to apply for this role. |
| **Equality & Diversity:** | Employ My Ability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.  Employ My Ability is a Disability Confident  employer. |
| This role is exempt from the Rehabilitation of Offenders Act (ROA) 1974.  All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act. | |
| **Closing Date:** | Friday 1st August |
| **Interview Date(s):** | Thursday 7th August |