**Job Description**

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| **Job Role:** | Day Opportunities Support Worker |
| **Department:** | Adult Social Care |
| **Location:** | Gillingham Day Opportunities |
| **Reports to:** | Day Opportunities Coordinator & Head of Adult Social Care |
| **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 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:** |