

APASEN OPPORTUNITY ZONE SERVICES

JOB DESCRIPTION

GENERAL INFORMATION

Job Title:	Project Worker (Complex Need)
Salary:	£13.85 per hour
Working hours:	Casual Worker contract-working pattern to be discussed.
#Responsible to:	Service Manager, Opportunity Zone
Responsible for:	To provide routine advice and guidance to: 1. Opportunity Zone Workers 2. Sessional, Support and voluntary workers 3. Agency workers and new members of staff.

JOB SUMMARY

1. To provide high quality personal, social, and emotional care for **COMPLEX NEED** with challenging behaviour service users within day care setting.
2. To care for and beware of the needs of people who attend a day centre and help them Achieve a fulfilled, self-determined and dignified life.
3. To take part in the care planning process and provide care for individual learners to meet the objectives of agreed personal care plans.
4. To always work within the sector's philosophy of care, promoting equality of opportunity, choice, privacy, dignity, rights independence, and fulfilment for learners.
5. To provide ongoing support to people from the local community who are affected by difficulties related to physical or sensory disability, ageing, learning difficulties, mental illness or with terminal illness.

MAIN DUTIES AND RESPONSIBILITIES

SPECIFIC DUTIES

1. To welcome new learners in the induction to the service using a holistic approach.
2. In conjunction with Opportunity Zone Manager to take part in the care planning process and act as a supervisor/keyworker for individual learners.
3. To support and assist learners and encourage independence and self-determination during their time at the center.
4. To be aware of the individual needs of learners and respond appropriately to their likes and dislikes with regards to:
 - Personal Care.
 - Clothing and personal belongings.
 - Food and diet.
 - Emotional, Social, Cultural, and religious needs.

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5. To provide all aspects of personal care as necessary e.g., washing, bathing, dressing, feeding and mobilising learners. To be able to move and handle clients and equipment.
6. To assist learners with personal care and, if needed, carry out an incontinent programme. In addition, to change and clean colostomy and catheter bags, and take responsibility for the safe disposal of incontinence waste.
7. To monitor learners' practical and personal needs which may include clothing, hairdressing, and health needs, such as dentistry and chiropody and liaise with other agencies as appropriate. In addition, to carry out simple treatments as required, as directed by a doctor or district Nurse.
8. To be aware of the learners' emotional needs, provide support in times of distress and assist in maintaining good relationships with relatives, friends, and other learners of the service.
9. To maintain a responsible approach to the learners' personal belongings and ensure that valuables are kept in a safe place.
10. To prepare and serve simple meals and beverages and assist learners who need help with eating, in providing choice, to be aware of any special dietary needs of the clients and assist with menu planning.
11. To clean and tidy eating areas after meals, wash up crockery and kitchen tools when necessary.
12. To organise and be prepared to accompany learners on outings which may include visits to shops, theatres etc and activities outside the centre and, when required, to escort learners to and from the centre.
13. To assist with organising and leading activity groups for learners this may focus on educational, leisure or therapeutic themes.
14. In direct practice with learners, and during sessional work, to be able to provide a high level of professional, personal, and social care and be capable of meeting the needs of learners who have multiple disabilities and a high care of need.
15. To immediately inform the Opportunity Zone Manager of any significant change in a learner's behaviour pattern or appearance and give a full report at the end of each shift.
16. To use IT skills in compiling reports and assist the admin staff in maintaining routine administrative system.

General responsibilities

1. To attend all meetings all relevant to the service which may include away from the centre
2. To be aware of quality issues including the implementation of investors in people.
3. To receive formal supervision and appraisal from Opportunity Zone Manager/Supervisor and to attend relevant training as identified through appraisal.
4. To abide by all the organisation's Policies and procedures and its code of Conduct/Handbook.

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5. To be aware of and implement Departmental procedures on access to records, complaints procedures and confidentiality.
6. To implement the organization's policy on valuing Diversity and ensure that issues relating to equal opportunities are incorporated in the planning and monitoring of services.
7. To ensure that all relevant aspects of health and safety regulations and organisation policies are fully implemented in carrying out risk management.
8. To undertake any other duties and responsibilities as may be required reflects the developing nature of the service.
9. To drive minibus/escort to pick up and drop off learners to home and the Opportunity Zone or where necessary.

PROBATIONARY PERIOD

This post is subject to the requirements of a six-month probationary scheme for new staff only.

CONFIDENTIALITY

All information concerning learners and staff must be always treated as strictly confidential.

EQUAL OPPORTUNITIES

It is the aim of the organisation to ensure that no job applicant or employee receives less favorable treatment on the grounds of sex, race, color, religion, marital status, sexuality, age or disability and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the organisation has an Equal Opportunities Policy, and it is for each employee to contribute to its success.

HEALTH & SAFETY

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients, and visitors.

SMOKEFREE POLICY

The organisation operates a smoke-free policy. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings on the premises or grounds.

DATA PROTECTION

If you have contact with computerised data systems you are required to obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisation's as instructed.

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ACCESS TO HEALTH RECORDS

All staff who contribute to learners' health records are expected to be familiar with, and adhere to, the organisation's Standards of Records Keeping Policy. Staff should be aware that learners' records throughout the organisation will be subject to regular audit.

All staff have a responsibility to ensure that these are maintained efficiently, and confidentiality is protected in line with the organisation's Confidentiality of Health Records Policy.

WASTE DISPOSAL

All staff must ensure that waste produced within the organisation is disposed of in ways that control the risk to the health or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

REVIEW OF THIS JOB DESCRIPTION

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on an annual basis.

PERSON SPECIFICATION

This is a specification of the qualifications, experience, skills, knowledge, and abilities that are required to effectively carry out the responsibilities of the post (as outlined in the job description) and forms the basis for selecting a candidate.

POST: Opportunity Zone Project Worker with Complex Need

CANDIDATES NAME:

REQUIREMENTS	Please Tick One Box		Please Tick One Box			Method used to Support Assessment	Evidence to Support Assessment
	Essential	Desirable	Fully Met	Partially Met	Not Met		
Experience One year's work experience in personal care and working with complex needs as well as challenging behaviour service users.	✓						
literacy and Numeracy Skills	✓						
NVQ Level 2 (Health & Social Care)		✓					
IT skills		✓					

MiDAS (Minibus Driver Awareness Scheme) Driving license.		✓					
LDAF (Learning Disabilities Award Framework)		✓					

Knowledge Have knowledge and understanding of Health and Safety matters. To be able to describe how these matters relate to the care of multiple disabled, especially for learning disabled people within a Day Care setting. Abilities - To understand clients' needs and demonstrate this within the interview- a) Personal care b) Physical, including lifting and handling of client and equipment. c) Social (including dietary) d) Emotional - In conjunction with Opportunity Zone Manager, ability to take part in care planning processes, including case conferences and Learner reviews.	✓						
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• To write basic information reports and support other staff with the development of individual care plans, carrying out actions as required. To demonstrate understanding of confidentiality. • Ability to key work individual Learners. • Willingness and ability to attend staff meetings, accept supervision, training and adhere to the Project's performance appraisal system. • Ability and willingness to work as a member of a team. • To deal effectively with issues surrounding the ageing process, i.e.: loss, grief. • Plan activities in consultation with Learners and staff.	✓						
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- To communicate effectively with learners, carers, and relatives a) Providing choices. b) Offering privacy and personal space. c) Demonstrate a warm and friendly manner. - To have knowledge of the purpose of staff meetings. - To demonstrate awareness, understanding Equal Opportunities and valuing Diversity policies and to be able to describe how these relate with our work setting. - Have knowledge and understanding of Health and Safety matters and be able to describe how these matters relate to the care of learning-disabled people within a day care setting.	✓						
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