

## JOB DESCRIPTION

<b>POSITION:</b>	<b>Day Opportunities Support Worker</b>
<b>AT:</b>	<b>ARENA, 2 Church Street Dewsbury</b>
<b>RESPONSIBLE TO:</b>	<b>DAY OPPORTUNITY CO-ORDINATOR</b>

<b>HOURS</b>	<b>21 HOURS A WEEK</b>
<b>PAY</b>	<b>From £7.35 per hour</b>

### 1. ABOUT MENCAP IN KIRKLEES

We are a registered charity providing services to people with a learning disability who live in Kirklees.

### 2. OUR VISION is of a world where people with a learning disability are valued equally, listened to and included.

### 3. OUR MISSION is to:

- Support people with a disability across Kirklees, to fulfil their potential and lead happy and purposeful lives.
- Involve these people and their families, staff and other stakeholders in every aspect of the services and activities we provide.
- Campaign for change & improvement in the lives of people with a learning disability.
- Build on our high quality services and be responsive to changing needs.
- Run an effective & well managed organisation which provides excellent value for money.

#### **4. ABOUT ARENA DAY SERVICE**

Arena is a great place for people with a moderate learning disability to meet friends and try new things. It is in Dewsbury Town Centre and very close to the Bus Station at the bottom of Daisy Hill. Up to 12 people come to Arena every day. We don't provide transport so everyone makes their own way to and from the service.

The members decide what they want to do and there are always lots to choose from including:

- Swimming, walking, line dancing & the gym
- Cooking, Baking & Sewing
- Arts & crafts
- Cinema, theatre & bowling
- Going on holiday together & day trips
- Computers & other technology + much more

#### **5. THE JOB:**

This job involves supporting people to take part in activities either at the day service or out and about within the community. Everyone has different needs and different levels of ability and the support workers job is to encourage the person to join in with the activities so they can achieve the most out of their time at Arena.

#### **6. MAIN DUTIES**

The following is a broad outline rather than an exhaustive list.

- a. To attend to the physical, social and emotional needs of the people we support by:
  - Supporting people to engage in a range of activities both in the day service and out in the community.
  - Adhering to the personal choice and preference to service user's dietary requirements.
  - Providing personal care as required.
  - Providing good quality care at all times.

- b. To ensure that the agreed aims of the care plan are followed together with any moving and handling risk assessments.
- c. To ensure that a person's rights, dignity, choice and privacy are respected at all times.
- d. To attend fire training, be present at fire drills and assist with the support and evacuation of people using the service where necessary.
- e. To observe and report any changes in service user's physical and mental health to the person in charge.
- f. To contribute to team meetings and service user reviews and attend any meetings that are essential to maintain the safe running of the service.
- g. To maintain good working relationships with other professionals.
- h. Take reasonable care of the health and safety of yourself, other persons and resources whilst at work. This includes identifying and reporting any maintenance and security issues.
- i. To carry out such other duties appropriate to the post as might be allocated by the Day Service Co-ordinator.

## **7. KNOWLEDGE & EXPERIENCE**

- a. Knowledge of the issues relating to people with a learning disability.
- b. To understand what dignity means and how this applies to this role.
- c. To understand the importance of team work and how this benefits the users of the service.
- d. Knowledge of what safeguarding is and the role this position plays in keeping people safe.
- e. An understanding of what confidentiality means and what the post holder's role is maintaining it.
- f. An awareness of cultural needs and how to provide sensitive support.

- g. To understand the importance of good working relationships within the team and with any other relevant people, including other professionals, parents and carers.

## **8. SKILLS & ABILITIES**

- a. To be able to write clear and concise notes in our service user's individual files, recording any changes in their physical and mental health and to pass on relevant information to managers, professionals and support workers as appropriate.
- b. To be able to communicate effectively with people.
- c. To be able to provide opportunities, encouragement & support to help individuals to reach their potential.
- d. To ensure that the service is always delivered with respect and a commitment to equal opportunities both for people using the service and for staff.
- e. An ability to drive and have a car available for work is essential. Exceptions will be made for people with a disability.

## **9. PAY SCALE (AS AT 1<sup>ST</sup> OCTOBER 2015)**

Up to 18 months service			After 18 months service		
Unqualified	Diploma Level 2	Diploma Level 3	Unqualified	Diploma Level 2	Diploma Level 3
<b>£7.35</b>	<b>£7.50</b>	<b>£7.70</b>	<b>£7.60</b>	<b>£7.75</b>	<b>£7.95</b>

## **10. TRAINING & QUALIFICATIONS:**

Our staff are our biggest asset and we want them to be well trained so they are able to provide high quality care to the people we support. In order that you can do that we will provide training in the following topics and you will be expected to complete these as and when asked to do so by the Service Managers & Co-ordinators. Most of the training will take place in working hours but you will be expected to do some work towards the Diplomas and Level 2 qualifications in your own time. There is no charge for any of this training.

- Care Certificate or equivalent Induction
- Level 2 Diploma in Health & Social Care
  - Level 2 Certificate/Unit in Learning Disability Awareness
  - Level 2 Certificate/Unit in Infection Control
  - Level 2 Certificate/Unit in Health and Safety
- Safeguarding
- Moving & Handling
- Medication Awareness
- First Aid
- Distraction and intervention techniques
- Food Hygiene and Nutrition
- Oral hygiene
- Pressure care
- Mental Capacity & Deprivation of Liberty Safeguards
- Fire safety
- Dementia awareness

## **11. BENEFITS OF WORKING FOR MENCAP IN KIRKLEES**

- a. Enrolment into our workplace pension scheme into which Mencap in Kirklees contributes 3% of your salary if you meet our qualifying criteria.
- b. Enrolment into a healthcare scheme that allows you to claim money towards the cost of dental, optical and other medical expenses.
- c. A generous holiday allowance that increases the longer you work for us.
- d. Sick pay and family friendly policies after a qualifying period.
- e. Membership of Mencap Extra's offering discounts on lifestyle purchases such as cinema tickets and meals out.
- f. Ongoing investment in your personal development and training to help you to achieve your career goals.

## 12. A DAY IN THE LIFE OF A DAY SERVICE SUPPORT WORKER

To help candidates to have a deeper understanding of the role they are applying for, we asked our existing staff to describe in their own words what a typical shift involves. This is what they said:

*I am a day opportunities support worker at the Arena day service and my working day usually starts at 9.30am. If I am the first one there, I will open up and tend to the first tasks of the day. These include, checking the fridge and freezer temperatures in accordance with the basic food hygiene policy. I will then make sure the fire door is open and that the keys are put in the relevant place. I will then make sure the fire register for the day is out and ready to sign into the building, we do this throughout the day as people often enter and leave the building, including any visitors. I will greet each person as they arrive. The service users usually make themselves a drink at this time and tell me what they have been doing throughout the week/weekend. We have a few different food needs which range from allergies, gluten free and general likes & dislikes. People decide as a group what they would like to do from the programme of activity that has already been pre-planned from the service user's decisions beforehand. Depending on the number of different activities will depend on what they choose for lunch, for example, if they choose to go to the cinema then I will go to the shops with one or two from that group and we will make up a packed lunch of their choice. If I am staying in with a group, they decide what they are having and we will either go to the shops to buy it or look in the cupboards/freezer.*

*All our activities usually start by 10.30am and run till around 12ish or when they decide to eat. Indoor activities are based around arts/crafts, baking, sewing, model making, board games, karaoke just to name a few. We will have already spoken with service users to see how they would like to spend their time indoors. This is a good opportunity to show off any creative skills you have. At some point during the morning I may have to make or help to make lunch along with the service users, we always encourage them to assist in the kitchen as this is a great way of them learning life skills. If I am staying in during the afternoon I will help clean the kitchen after lunch along with the service users. If medication is required then 2 staff will be present to make sure the medication is correct, this is very rare at the Arena and most service users are able to self-administer.*

*Again the activities are pre-planned so each person's individual needs will have been assessed beforehand to ensure we meet them within the activity of their choice. Outdoor activities include Bowling, Cinema, Snooker, Walking, Cafes, and Parks. We also join in with local community gatherings like the Kirklees Involvement Network where the service users are able to have their voices heard as to what happens within the community based on people with a learning disability. We also go out on a few*

*day trips which are usually booked with a local coach company. Again, if you have outdoor hobbies and ideas this is an ideal time to share. All service users again will have had choices in what they would like to do. Some service users have individual diaries and they like us to write in there what they have done/eaten for lunch etc. Service users usually make their own way home at 4pm whereas some have their parents or carers collect them.*

*When all service users have left the building, I help with the cleaning of the toilets and hoovering the activity rooms. I make sure that everything is put away i.e. indoor activity equipment and I leave the centre clean and tidy for the next session. The last person is to lock the door and put the alarm on.*

*So my day at Arena is full of variety and I will work both indoors at the centre and out in the community. No day is ever the same which I love!*

### **13 NEXT STEPS**

You can get an application pack by ringing Linda Green on 01484 340811 or you can download one from our website [www.mencapinkirklees.org.uk](http://www.mencapinkirklees.org.uk)

Send your completed form to:

Linda Green

Mencap in Kirklees

Brunswick House, 33 East Street

Lindley

Huddersfield HD3 3ND

**Or you can hand it in to our Huddersfield or Dewsbury offices.**

If you want to chat to Karen about any aspect of this role before you fill in the application form you can telephone her on 07885 294340 or you can email her at [karen.dix@mencapinkirklees.org.uk](mailto:karen.dix@mencapinkirklees.org.uk)