



Job Capsule Supplementary Information:
Assistant Support Worker - Flower Lane

This post is exempt from The Rehabilitation of Offenders Act therefore and Enhanced DBS check will be required

Role Purpose:

To be an active member of a team that supports people with disabilities, all with their own unique needs but all who have an Autism Spectrum Condition.

Example outcomes or objectives that this role will deliver:

To work within the framework of the seven social care outcomes:

- improved health and emotional wellbeing,
- improved quality of life,
- making a positive contribution,
- exercising choice and control,
- maintaining personal dignity,
- economic wellbeing and freedom and
- freedom from discrimination.

Main duties and responsibilities:

Key work activities include, but are not limited to:

- Work with individuals and groups of people.

- Support people to participate in a full range of educational, vocational, leisure, recreational, therapeutic and developmental opportunities.
- Support people with their personal care needs.
- With the guidance and support of senior team members support people to manage their general health and wellbeing.
- Support current relationships with family and friends.
- With the guidance of colleagues undertake administrative work activities using IT equipment, monitoring, recording & reporting etc.
- Monitor and record service delivery for reporting purposes
- Help aid independence and choice making
- Support different programmes of support and activities.

Promoting the rights of people with disabilities by:

- Challenge inequality and promote a positive image of people with ASC
- Challenge out-dated practices and attitudes
- Ensure that people with disabilities, who choose to, are included where possible in service development
- Work in a manner that creates and maintains an environment where people are safeguarded and feel free from the risk of abuse
- Use an appropriate range of methods and tools to effectively communicate with people with different needs

Supporting people to plan their own lives by:

- Work in a non-judgemental manner to support people with what is important to them
- Assist Keyworkers in helping people plan their lives, identify goals and assist with developing and maintaining person centred support plans
- Help people understand, manage and take risks in everyday life

Teamwork / Lone Working:

- Communicate effectively with colleagues to support service delivery, using a range of methods including in person, by telephone, via electronic communication etc.
- Use initiative, as required, to support people and the service, making appropriate decisions with minimal management oversight

Consistency:

- Follow policies, procedures and agreed guidelines for supporting individuals and for the service
- Contribute to the development of guidelines for supporting service users

- Work within current legislation (and statutory requirements for regulated services). For example The Data Protection Act, The Mental Capacity Act, Valuing People Now, The Health & Social Care Act 2008, Autism Bill, Health & Safety etc.
- Work towards and achieve goals agreed within supervision and performance review.
- Be responsive to changes with individual people, and to service requirements and development

Time Management:

- Fully comply with the shift timetables and arrive in good time to be ready to work at the times allocated
- Respect everyone and arrive on time to support them with their planned activities, attend meetings and other events
- With the support of team members as appropriate, prioritise and plan work activities in order to ensure that each task is carried out to high standard. Work in a patient and timely manner to meet people's needs and to respond accordingly when plans change

Professional Development:

- With the guidance and support of senior team members be responsible for own personal development
- Participate in all formal and informal training (induction, coaching, mentoring, seminars and away days), identified through individual annual performance review, service development, legal requirements etc.
- Apply what is learned through training, including coaching / mentoring
- With the guidance and support of senior team members respond to local and national developments in the support of people with disabilities.

Internal/External Contacts:

- Use a range of methods to effectively communicate with Your Choice colleagues, family members / carers etc.
- Value the contribution of parents and carers in the support of individuals
- Seek advice and support from team members and others.
- Ensure that a high level of confidentiality is maintained in all aspects of work.

General Obligations

Flexibility

- Work with a degree of flexibility required to perform work not specifically referred to above although falling within the scope of the post at the appropriate grade.
- To start and finish work in any location within the service

- Flexible shift patterns which will include escort duties

Health and Safety

- All employees have a legal duty to ensure the health and safety of people at work and members of the public in premises or sites controlled by The Barnet Group in accordance with safety legislation and The Barnet Group safety policy.

The Barnet Group’s commitment

- Deliver The Barnet Group’s commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services The Barnet Group delivers.
- Promote and demonstrate commitment to a culture of safeguarding children, young people and vulnerable adults

Person Specifications

Technical Knowledge and Experience:

Education, Qualifications, Memberships
<p>Essential:</p> <ul style="list-style-type: none"> • Level II in care or equivalent • Good literacy and numeracy skills
<p>Desirable:</p> <ul style="list-style-type: none"> • Willingness and ability to achieve Level II NVQ
Experience
<p>Essential:</p> <ul style="list-style-type: none"> • Experience of working with people with ASC
<p>Desirable:</p> <ul style="list-style-type: none"> • Willingness to work with people with ASC
Skills, Knowledge & Abilities

<p>Essential:</p> <ul style="list-style-type: none"> • Be physically fit and energetic • Excellent communication skills • Health and well-being needs • Microsoft Office • Willingness to support people with all activities, including swimming
<p>Desirable:</p> <ul style="list-style-type: none"> • Basic health and safety • Basic first aid • Epilepsy (including additional rescue medication) • Total communication (including MAKATON and objects of reference) • Risk management • Safeguarding • Knowledge of TEACCH • Moving & Handling

Inspiring Trust	<ul style="list-style-type: none"> ▪ Takes pride in being trustworthy: being clear about what can and can't be delivered and ensuring they and other members of the team keep promises to customers and other stakeholders ▪ Knows what they and the organisation stand for, and acts consistently in line with these values and beliefs ▪ Corrects problems and errors promptly and undefensively
Being Proud	<ul style="list-style-type: none"> ▪ Expresses pride in, or commitment to, the organisation and its future vision ▪ Acts as a brand ambassador by talking positively about the Barnet Group, both in work and outside the workplace e.g. to members of the community or people in other organisations

Responding to Individuals	<ul style="list-style-type: none"> ▪ Understands that different groups of people need different things from services, and treats people with respect, regardless of their opinions, beliefs and background. ▪ Thinks about the best approach to working with different individuals, from within standard rules and procedures ▪ Monitors service users' satisfaction to ensure different individuals and groups are getting what they need from services
One Team, One Outcome	<ul style="list-style-type: none"> ▪ Is a good team player – does their share of the work, and supports colleagues if they need help or cover ▪ Shares relevant or useful information, and seeks out information from others ▪ Trusts others and values their input and expertise
Taking Ownership	<ul style="list-style-type: none"> ▪ Takes responsibility for overcoming problems and issues within own work area ▪ Has a 'can-do' attitude and suggests solutions even if outside own area of responsibility.