
Recruitment information

Job description and person specification

Your title	Casual Cobham Link Assistant
Post number	NEW
Your team	Community Support Services
You would be based	Cobham Centre
Your line manager	Rebecca De Lay



Elmbridge Borough Council

... bridging the communities ...

About the role

We have an exciting opportunity for a self-motivated, creative, and dynamic individual to support in providing activities at our day service for adults with learning disabilities and Autism - Cobham Link on a casual basis.

You will need to be able to implement and assist in developing person-centred programmes to meet the needs of people with a low to moderate learning disability and autism, concentrating on their physical, emotional and personal needs.

- To support in the direct provision of services for Adults with Learning Disabilities across the Link Projects.
 - To carry out duties in accordance with the Centre's operational policy.
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The main purpose of the role:

- Update client files and keep clear and appropriate records, maintaining confidentiality always.
- Supervise the arrival and registration of clients to the Centre and ensure safe departure.
- Support in the delivery of safe and meaningful activities.
- Understand Health and Safety requirements, first aid procedures and fire regulations and ensure that a clean and safe working environment is maintained.
- Attend and contribute to formal staff meetings, training and team meetings as required.
- Ensure that tools and equipment are appropriately maintained

- To be aware of abuse of vulnerable adults and report any observations and concerns to the Centre Manager.
 - To apply the principles of first aid when required within the Centre and complete the Centre Accident Book.
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Specific duties and responsibilities

- Implement and assist in developing programmes including the provision for the special needs of people of all levels of age and disability, concentrating on their physical, emotional and personal needs.
 - Select, devise, and prepare appropriate teaching aids and resources for individual and group sessions
 - To welcome new users to the Centre and help to maintain a happy and comfortable environment.
 - To establish and maintain an effective relationship with clients, carers and other professionals.
 - To assist with mobility and escorting people on and off the minibus.
 - To assist with serving of lunches and refreshments.
 - To assist Group members to maintain adequate standards of nutrition and inform the Project Leader and Centre Manager of any concerns.
 - To accompany Group members on outings away from the Centre
 - Attend to the physical and emotional needs of clients including supporting people with all aspects of their personal care.
 - Based on a person-centred plan for the individual, carry out a range of activities according to the individual client needs ensuring they incorporate social education, self-care, independent living skills and employment opportunities. Providing instruction in specific and relevant skills to enable people with a learning/physical disability achieve their full potential.
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What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom

Casual Link Assistant

Post No: NEW

Team: Community Support Services

Hours: Up to 7 hours a day

Salary: £10.12 – £11.02 P/H

Car Allowance: None

Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
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Qualifications and Education			
1	Good standard of education.	Desirable	A/I

Experience			
2	Experience of working with people with learning disabilities, including working with people who have a profound disability and/or challenging behaviours.	Essential	A/I
3	Knowledge and experience of working with older people, people with specific needs i.e. dementia.	Desirable	A/I
4	Working with carers.	Desirable	A/I
5	Working in a care environment.	Essential	A/I
6	Experience of working as part of a multi disciplinary team.	Essential	A/I
7	Experience of working with volunteers.	Desirable	A/I

Knowledge, skills and abilities			
8	Ability to teach skills to others and record progress made.	Essential	A/I
9	Ability to communicate with older people, people with learning disabilities and carers.	Essential	A/I
10	Ability to lift and perform care tasks and work with extremely active and lively people.	Essential	A/I
11	Ability to work as a member of a team.	Essential	A/I
12	Ability to be proactive.	Essential	A/I
13	Ability to work in partnership with other professionals and social care agencies.	Essential	A/I

14	Knowledge of community care.	Essential	A/I
15	Ability to produce reports and maintain social care records.	Essential	A/I
16	Ability to work under pressure and on your own initiative.	Essential	A/I
17	Adaptability.	Essential	A/I
18	Flexibility.	Essential	A/I
19	Confidentiality and discretion.	Essential	A/I

Special requirements			
20	Flexible with respect to working hours.	Essential	A/I
21	Requirement to undertake visits throughout the Borough and to have access to a vehicle.	Essential	A/I
22	An Enhanced DBS check is required for this position (this can be obtained after the post is offered).	Essential	A/I
23	Develops solutions to best meet the needs of the customer.	Essential	A/I
24	The Ability to be innovative and creative in the delivery of services.	Essential	A/I