

JOB PROFILE

JOB TITLE	SUPPORT WORKER	REPORTS TO	Project Leader
JOB PURPOSE	to support children, young people and adults participating in a SoLO activity so that they have a safe and positive experience		
Role and Context		Need to do	Need to know
Key accountabilities		Key Performance indicators	Qualifications and experience
<ol style="list-style-type: none"> 1. To provide support to, and take responsibility for, an individual member or members ensuring that he/she gets the most out of the project, as directed by the Project Leader and communicate with the Project Leader any concerns arising from that support. 2. To follow the policies and procedures laid down for the Project. 3. To complete an incident report form where necessary and to report all concerns or incidents to the Project Leader. 4. Ensure that confidentiality is maintained at all times both in and out of the Project. 5. To ensure the health and safety of the learning disabled members, as well as other staff and to act where necessary 6. To work together with the Project Leader, other support workers, activity leaders and volunteers to provide a safe and fun environment for the learning disabled members. 7. To attend training and planning sessions as requested by Project Leader/Project Manager 8. To support the Project Leader and other staff. 9. To include and support volunteer staff in all aspects of the Project as appropriate. 		<ul style="list-style-type: none"> • Delivery of added value to our members • Positive feedback from members, volunteers and parents 	<ul style="list-style-type: none"> • Understanding of the needs of people with learning disabilities, their parents and carers • Working with people with learning disabilities • Working as a team member • NVQ level 2/3 (desirable) <p>(Desirable: Care Certificate, Food Hygiene, First Aid, MIDAS Training)</p>
		Relationships	Need to be
		Internal	
		<ul style="list-style-type: none"> • Operational staff/volunteers 	
		External	
		<ul style="list-style-type: none"> • Other agencies supporting members on project • Parents and carers 	
		Decision making	
		<ul style="list-style-type: none"> • Authority to make operational decisions to ensure health and safety of members 	<ul style="list-style-type: none"> • Person Centred Approach • Innovative • Enthusiastic and positive • Good Interpersonal skills • Respects confidentiality • Self motivated and self starter • Flexible and adaptable to changing demands and new challenges • Works with integrity