

# Job Description

Position	Support Worker
Salary	£7.83p/h
Period of Employment	6 months, subject to periodic reviews
Hours/Days Required	25 hours per week
Placement Organisation	LEEP1, Unit A1, Unity Business Centre, 26 Roundhay Road, Leeds, LS7 1 AB
Responsible to	Work Placement Supervisor and PATH Project Officer
How to Apply	Email CV and supporting statement to <a href="mailto:step@pathyorkshire.co.uk">step@pathyorkshire.co.uk</a> and include an eligibility check form/ application declaration form downloadable from the Vacancies Page of our website, <a href="http://www.pathyorkshire.co.uk">www.pathyorkshire.co.uk</a> .

## About the Placement Organisation

The service enables people with learning disabilities to be in control of their own organisation and to fulfil their lives with meaningful and enjoyable activities, tailored for them.

The self-advocacy organisation was set up so that adults with learning disabilities can share their experiences and speak up. Together they are able to tell professionals what they want from the services they are using.

They offer a range of fun and interesting activities which help to develop social, health and educational skills.

LEEP1 is a Community Interest Company which is part of Advonet and provides self-advocacy opportunities and activities for people with learning disabilities. The post holder will be required to provide support to members attending the various activities.

The post holder may do any of the following as agreed with the LEEP1 manager:

### Activities

Support members in a variety of activities depending on the day including: Out and about (visiting places chosen by the members), walking, games day, computers, literacy, cooking, healthy living activities, working on their allotment and a variety of meetings the members attend.

### Club nights

Supporting members of Leep1 and other attendees with learning disabilities at monthly club nights held between 7pm and 10pm at Tiger Tiger in Leeds city centre

### Keep fit

Supporting members of the keep fit group on a Friday morning in Wetherby to do light exercises, yoga and various forms of keep fit.

## Purpose of the Placement

This paid placement is funded through the STEPS programme and aims to support Leeds residents who are over 25 years old and long term unemployed (unemployed over 12 months and over) develop their confidence and work skills within diverse sectors with supportive employers within a 6 month fixed term period. \*Eligibility terms and conditions apply.

Participants will be working for 25 hours in a paid role. In addition they will be required to undertake 5 hours of personal development training which will include either volunteering within your paid placement or with another organisation or undertaking some training or courses.

## Work Skills Development Opportunity

1. To support members to flourish in the activities they undertake.
2. To facilitate activities for members.
3. To support the members to complete goal setting and achievement records.
4. To keep accurate weekly time sheets of the hours you work, which should be submitted weekly to the person to whom you report.
5. To pursue targets as agreed in Team Action Plans and Appraisals.

### General Responsibilities

1. To work in such a way as to maintain one's own and colleagues health and safety.
2. To participate in supervision sessions and team meetings.
3. To participate in the review and appraisal process, undertaking any training and development agreed.
4. To promote the aims, beliefs and principles of Advonet in all activities.
5. To adhere to the policies and procedures of Advonet.
6. To carry out other tasks as reasonably required by the LEEP1 manager

### Statutory and Contractual Responsibilities

1. To ensure that Data Protection, Health & Safety, Complaints Handling and Corporate Governance requirements are met
2. To ensure that Advonet complies with its contracts and other funding agreements.

## Personal Development

**Further training** and experiences may be gained as appropriate.

# SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

<b>QUALIFICATIONS &amp; ATTAINMENTS</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
A good level of general educational qualifications	X		Application & Interview
<b>SKILLS &amp; COMPETENCIES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Ability to do the job using any reasonable and appropriate aids Ability to work in a Person Centred way	X		Application & Interview
Ability to communicate effectively with different sections of the community and to explain issues in an accessible way	X		Application & Interview
Understanding of team working and ability to work amicably with colleagues and Leep 1 members	X		Application & Interview
Ability to enthuse others and give positive criticism in a supportive and friendly way	X		Application & Interview
Ability to keep accurate records	X		Application & Interview
<b>KNOWLEDGE &amp; EXPERIENCES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Experience of working people with learning disabilities	X		Application & Interview
Experience of handling sensitive and personal information and working with the law in respect to data protection	X		Application & Interview
Experience of supporting people with learning disabilities to speak up		X	Application & Interview
Experience of working with groups		X	Application & Interview
Experience of working in the Voluntary Sector, either paid or as a volunteer.		X	Application & Interview
Knowledge of and commitment to the principles of self-advocacy and the empowerment of people with learning disabilities	X		Application & Interview
Knowledge of Safeguarding, Health and Safety and Data Protection policies and their implications and implementation	X		Application & Interview
Knowledge of and commitment to the principles of equal opportunities, diversity and ways of working which support these principles	X		Application & Interview
Knowledge of Microsoft Office Packages e.g. Word, and Outlook	X		Application & Interview
Knowledge of Leeds developments in services for people with learning disabilities		X	Application & Interview
<b>BEHAVIOURAL &amp; VALUES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Friendly and approachable with the ability to build a rapport with a wide range of people	X		Application & Interview
Self-motivated with a methodical approach to work tasks	X		Application & Interview

## Disclaimer

- Your contract of employment will cease at the end of the 26 weeks
- Benefits may be affected as this placement will be classed as paid employment

## RISK ASSESSMENT OF THE TRAINING POSITION

### A. CLIENT GROUPS, the trainee will work with

- General Public       Factory Work       Other Agencies   
Children       People with learning       Clients in their own home   
difficulties      resident or hostel

### B. PHYSICAL CONDITIONS:

#### 1. Work is conducted in the main

- Indoors       Outdoors       Sitting   
Standing       Walking       Office Accommodation

#### 2. The training will involve

- Lone Working       Working out on the Estate       Working underground   
Climbing       Working on the Counter       Working in Void Properties   
Bending       Manual Handling tasks       Working in confined spaces   
Stretching       Working at Heights       Contact with discarded needles   
Driving       Potentially working in a smoking environment   
Cash Handling       Use of Display Screen Equipment

### C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment	n/a
Protective Clothing	n/a
Type of Vehicle (other than car)	n/a
Other equipment used	n/a

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

**We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.**