 **Kingston Eco-op**

Kingston Eco-op is a project of Kingston Voluntary Action. We are a day centre for

adults with learning disabilities, autism and/or mental health conditions.

**JOB DESCRIPTION**

Post: Support Worker

Reporting to: Operations Manager

Hours: Casual (bank)

Operational days: As required

Pay Scale: £10.75 per hour plus holiday pay

**Job Purpose:**

* To work effectively with the Operations Manager with the day to day running of Kingston Eco-op
* Enable people to undertake activities in a person centred way and to maximise independence
* Ability to develop and foster professional relationships with clients.
* To work with other staff to run the day to day operations including learning activities, employment skills, exercise activities, workshops, cooking, outings and any other activities
* Ensure clients are supported safely and be aware of adult safeguarding and confidentiality
* To communicate with the clients’ support networks as and when required.
* Promote principles of independence, choice and control, equal opportunities, social inclusion and ensuring people are supported to reach their potential

**General Role:**

* Support people with learning disabilities and/or mental health needs to the highest standard
* Respect equality & diversity and promote health, safety & well-being of the people we support
* Work as part of the team at Kingston Eco-op to achieve the aims and objectives of the project
* Work positively with colleagues, families and external organisations and professionals
* Maintain confidentiality and work within GDPR guidelines
* Have an awareness of adult safeguarding and raise alerts with management.
* Keep accurate and up to date records
* Recognise the ethical foundation of Eco-Op and promote this as part of daily work – social care and personal development, training and work experience.
* Act as a role model for clients and volunteers and express key values of respect, fairness and equality
* Ensure that clients and volunteers have the opportunity to participate in service development
* Work collaboratively with our in-house partners
* Comply with all Kingston Eco-op/KVA policies e.g. health and safety, safeguarding
* Represent the organisation and its aims in a positive manner at all times

**Main Duties:**

* Assist with day to day operational duties
* Follow best practice as defined in Eco-op’s and KVA’s Policies and Procedures.
* Assist with the induction of new clients and volunteers ensuring all attendees are aware of policies and procedures
* Improve the support provided by discussing any new ideas
* Help to deliver activities and workshops
* Provide support to clients in centre and in the community
* Communicate with the client's support team
* Help support the teaching provided by a local college
* Assist in the implementation and monitoring of key performance indicators and outcome plans for the clients
* Ensure any concerns are handed over to the Eco-op management
* Help support off-site promotional events as the opportunities arise
* Provide cover for absences as and when required
* Be punctual, reliable and proactive at work
* Participate in learning and development opportunities as required
* Attend team meetings
* Undertake supervisions
* Undertake any other reasonable duties as commensurate with the role

**Kingston Eco-op**

**Person Specification:**

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| **Essential** | **Experience and Qualifications** |
|  | * Proven experience with people with learning disabilities and/or mental health conditions |
|  | * Good literacy, numeracy and IT skills |
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|  | **Knowledge** |
|  | * Safeguarding procedures and protocols |
|  | * Actively promote a culture that values equality and diversity |
|  | * Work within GDPR guidelines and maintain confidentiality |
|  | * Understanding of mental capacity and manging risk |
|  | * Ability to capture and log client activities |
|  | * Understanding of communication styles |
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|  | **Ability** |
|  | * Demonstrate on a daily ongoing basis good quality support |
|  | * Use a range of communication styles to meet client needs |
|  | * Support clients to undertake activities of their choosing |
|  | * Work creatively and help implement new activities |
|  | * Mediate any conflict and facilitate clients to develop good relationships |
|  | * Be a team player and work collaboratively with other staff and volunteers, promoting a friendly atmosphere and good morale |
|  | * Support colleagues in achieving performance outcomes |
|  | * Communicate with the clients’ support network; care managers, families/carers and other professionals |
|  | * Work in centre and/or in the community as and when required |
|  | * Support the college teacher as and when necessary |
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|  | **Other** |
|  | * Undertake and follow guidance from supervisions |
|  | * Attend training courses and sessions |
|  | * Ability to work flexibly as and when the business need arises |
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| **Desirable** | **General** |
|  | * Health and Social care qualification |
|  | * Understanding of charity sector work |
|  | * Work collaboratively for fund raising events |
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