

Kingston Eco-op Support Worker

Contract	Temporary or casual
Hours per week	28 hours (4 days)
Salary	£13.85 per hour / London Living wage as of April 2025
Reporting to	Team Leader

Job Summary

To develop and foster professional relationships with clients who have learning disabilities and/or mental health needs to enable them to undertake activities in a person-centred way to maximise independence, learning activities and employment skills. Always ensuring clients are supported safely and in line with adult safeguarding and confidentiality policies.

Key Duties and Responsibilities

- Assist with day-to-day operational duties
- Assist with the induction of new clients and volunteers
- Help to deliver activities and workshops
- To perform key worker duties which include:
 - having 1-2-1 conversations with clients ensuring their choices are being listened and their aims are recorded in the Pathway Plan
 - monitoring and recording clients' progress against outcomes
 - communicating with the clients' support network; care managers, families/carers and other professionals
 - carrying out key work general admin duties
- Support external providers during the sessions in the centre
- Keep a daily register, absence record and activity log when Team Leader is absent
- Help support off-site promotional events as the opportunities arise
- Provide cover for absences as and when required
- Ensure that clients and volunteers have the opportunity to contribute to service development
- Support with social media and promotion of Eco-op

General Duties

- To offer the highest standard of support when working with people with learning disabilities and/or mental health issues and meeting their needs and aspirations
- To log incidents and causes for concern as they arise
- To represent KVA/Kingston Eco-op and its aims in a positive manner at all times

Kingston Eco-op Support Worker

- To act as a role model for clients and volunteers and express key values of respect, fairness and equality
- To work well with colleagues, families and external organisations and professionals promoting constructive and encouraging approach
- To keep accurate and up to date records
- To provide front line cover when needed
- To participate in training and development opportunities as required
- To attend meetings and supervisions
- To undertake any other reasonable duties as commensurate with the role

Person Specification

Experience and Qualifications	Proven experience of supporting people with learning disabilities and/or mental health conditions
	Health and Social care qualification (desirable)
	Experience of team working
Knowledge	Working knowledge of Safeguarding Adults at Risk and related procedures and protocols
	A good understanding of and commitment to Equality Diversity and Inclusion (EDI) agenda and its successful implementation
	Knowledge of Data Protection best practice and the UK General Data Protection Regulations (GDPR)
Skills and Abilities	Demonstrable literacy, numeracy and IT skills
	Ability to capture and record data including outcome data
	High level of oral and written communication skills including a range of communication styles to meet clients' needs
	Ability to manage challenging behaviour and mediate conflict
	Ability to work independently and take initiative
	Ability to work collaboratively as a member of the team
	Flexible, adaptable and reliable
	Ability to manage risk associated with high levels of anxiety