

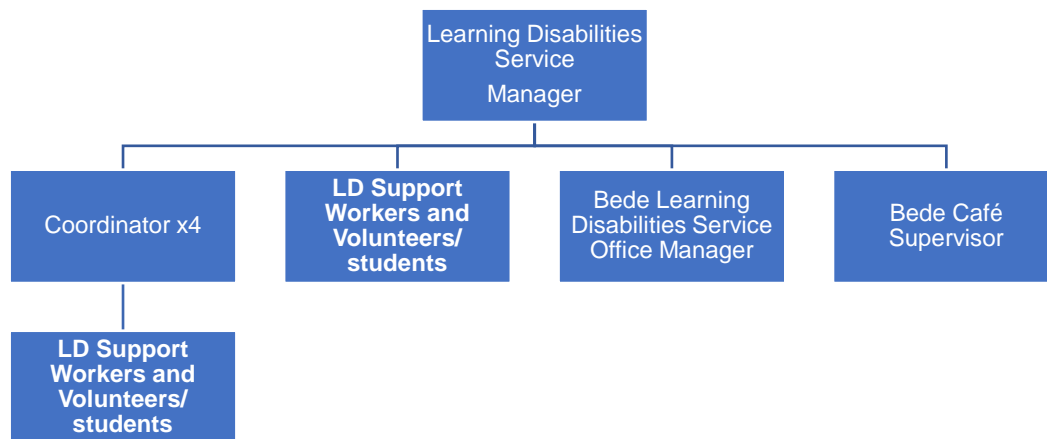
Bede Learning Disabilities Service

Job Description

- Job Title:** Support Worker
- Location:** Based at Bede Centre, Abbeyfield Road, but will be working at various sites in Southwark
- Hours:** Core service Mon-Fri, 9:30am-3:30pm, with additional projects in weekday late afternoons
- Pay grade:** Starting point 7, rising to point 11 (£14.56/hr - £15.49/hr at January 2024) depending on experience

Reporting Structure

Reporting to: A designated Co-ordinator, or the Learning Disabilities Service Manager



Support workers are part of a flexible team working with adults aged 18+ who have learning disabilities who use Bede Centre. We work in a person-centred way to enable people to become as independent as possible, to make choices and to be fully part of the community. We do this by supporting them to develop and maintain skills, try new opportunities, make and maintain friendships and spend their time in ways valued by them and the community.

Support Workers will:

- Work both 1-1 and with small groups
- Work in the Bede Centre, Off Site Venues whereby Bede has set up projects/ partnerships and in the community
- Work with service users with a wide range of abilities including those with complex needs and needing behaviour support
- Support service users with personal care, assisting with eating and drinking, hands-on support.
- Provide general support in the Centre, e.g. in using the café, computers, selecting and planning activities, starting on time, clearing away etc.
- Work with service users to plan and then support a range of occasional activities e.g. arts related, trips out etc.
- Take responsibility for running regular groups around specific subjects
- Provide support with transport and travel training where necessary (this will include starting and finishing your day at service users' homes)
- Support service users volunteering with elderly householders and in other community settings
- Provide work experience support and job coaching.
- Work with other professionals, participating in meetings as required
- Work consistently, following guidelines that support communication or appropriate behaviour
- Communicate effectively and according to the needs of each individual
- Observe confidentiality of information regarding people using our services
- Ensure tools and equipment are used safely and properly and stored properly after use
- At all times work in a safe manner, with due regard for the Health and Safety needs of individual service users and according to Bede's policies or the prevailing policies at an off-site venue.
- Be aware of Safeguarding Vulnerable Adults procedures and issues and report any concerns promptly to a manager
- Use diaries, communication books, reporting forms and individual's files to ensure effective communication of necessary information
- Write reports and record information as necessary, in appropriate formats if required
- Use Bede administrative procedures such as timesheets and petty cash claims
- Attend supervision and appraisal sessions and undergo training according to identified needs
- Contribute to the overall effectiveness and development of the Learning Disabilities Service and Bede House Association
- Undertake any other duties reasonably requested from time to time

Revised December 2023