

## The Next Step Trust

### JOB DESCRIPTION

<b>Job Title:</b>	Full Time and Part time Support Worker
<b>Salary Full Time:</b>	£23,578.70-£26,513.39
<b>Hourly Rate:</b>	£12.09-£13.60
<b>Responsible to:</b>	Day Service Co-ordinator Operations Manager Chief Officer NST Board of Trustees
<b>Immediate Supervisor:</b>	Lead Support Worker/Day Service Co-ordinator
<b>Hours of Duty:</b>	8.00-18.00
<b>Regular Working Hours:</b>	8.45-16.15
<b>Experience Required:</b>	Experience of working with disabled/vulnerable people and complex needs.
<b>Special Conditions of Service:</b>	This post is dependent on continued funding. Casual car user allowance is payable.
<b>Control of Resources:</b>	To be responsible, alongside other NST staff for the proper use and security of equipment and materials
<b>Health, Safety &amp; Welfare:</b>	To work in accordance with NST & Local Authority Health, Safety and Welfare Standards
<b>Organisational Structure:</b>	Please refer to attached sheet
<b>Purpose &amp; Objectives of the Job:</b>	<ul style="list-style-type: none"> <li>To participate and provide a full and comprehensive day service for adults with learning disabilities and complex needs and assist in the assessment of individuals needs</li> <li>To offer stimulating needs based support and development along with safe leisure opportunities and provide full support to the individuals</li> <li>To work with individuals to identify their needs and choices for purposeful daytime activities.</li> </ul>

The Next Step Trust  
The Hoover Building, Westfield Street, Halifax, HX1 2DN  
Tel. 01422 330938

[admin@nextsteptrust.co.uk](mailto:admin@nextsteptrust.co.uk) [www.nextsteptrust.org.uk](http://www.nextsteptrust.org.uk)

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- To identify opportunities available for the individual and offer support to achieve and maintain involvement in their chosen activity.
- To assist individuals with personal needs including meal time support and personal care.
- Administer medication as required and take responsibility for accurate storing and recording of medication.
- To contribute to organisational developments as appropriate including developments based on the personalisation agenda and work to personal budgets.

## PRINCIPAL DUTIES

1. To identify and initiate new opportunities and activities for the individual users and alongside the team and other agencies develop individual programmes which are planned and recorded in line with company policy.
2. To enable the user to participate in all activities by providing appropriate support.
3. To take on Key Worker responsibility as required in the service.
4. To work alongside parents/carers and families to ensure individuals support is consistent and consequential.
5. To ensure the sessions are safe and risk assessments are monitored and reviewed on a regular basis alongside other policies and procedures.
6. To ensure the sessions and activities are sensitive to cultural traditions and values.
7. To assist the lead support workers and management team to develop close working relations with all persons involved, e.g. families, social workers, therapists, so that the needs of the individual are met effectively.
8. To work as a member of a team in the project and the organisation.
9. To be responsible, alongside other NST staff for the proper use of equipment/materials and informing the health and safety lead or other senior staff members of any potential risks and faults.
10. To maintain user and the organisation's confidentiality at all times.
11. To work alongside the Lead support worker on the implementation, maintenance and evaluation of each individual Person Centred Plan.
12. To work in accordance with NST's Equality policy.
13. To support the aims and objectives of NST.
14. To carry out basic administration and finance tasks as required e.g. Petty cash, project cash flow etc.



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- 15. To ensure the housekeeping is maintained and the environment is clean and hygienic alongside other staff members.
- 16. When on PA to assist driver with service users in and out of vehicles.
- 17. To be responsible for observing service users when on PA duties and ensuring their journey is safe and comfortable.
- 18. To work towards implementing the principles of Equality and Diversity ensuring the following outcomes:
  - a. **Choice** the provision of activities that will increase the choice to individuals
  - b. **Community** the provision of activities that will provide a more
  - c. **Presence** appropriate setting in which people with learning disabilities and complex needs will have the opportunity to mix with non-disabled people in the community
  - d. **Respect** the provision of activities that will give those attending the opportunity to experience time away from their family where they will be treated as adults
  - e. **Competence** the service will enable more people to lead a more interesting and rewarding life, where new skills and experience can be gained.
  - f. **Relationships** the services will enable people to meet a wider range of non-disabled people and to form valued relationships with both those attending and other people that will be met during the period of the programme.
  - g. **Carers** that the carers/parents of the people attending the scheme are confident that the person attending will be well cared for, safe and will enjoy themselves.

**General Duties:**

- 1. To ensure all visitors to NST's premises are received and welcomed
- 2. To be concerned with public relations and help maintain the organisations image
- 3. To participate in training programmes as appropriate

**Occasional Duties:**

- 1. To undertake such other duties and responsibilities as may be determined from time to time by the management group, in agreement with the postholder.

Line Manager: ..... Date:

Postholder: ..... Date:

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