



## Job Profile

## Post Specifications

<b>Post title:</b>	Support Worker (Driver Essential)
<b>Salary:</b>	£8.72ph
<b>Position Type:</b>	Part time - 21 hours per week split across 3 days. (Mon/Tues & Fri)
<b>Contract:</b>	Initially - 12 months fixed term contract
<b>Closing Date:</b>	26 <sup>th</sup> March 2021 ( <i>Interviews scheduled for the 30<sup>th</sup> and 31<sup>st</sup> March</i> )
<b>Date of issue:</b>	9 <sup>th</sup> March 2021
<b>Location:</b>	Great Ayton

## About Yatton House Society

Yatton House Society was established on a founding philosophy, to be individual is to be unique. Set up in 1981, Yatton House has evolved to become an integral part of the local community, providing opportunities for individuals with learning/physical disabilities. Yatton House Society believes in giving every individual, regardless of their ability, the chance to develop life skills, so that they may live as free and independent lives as possible.

## About You

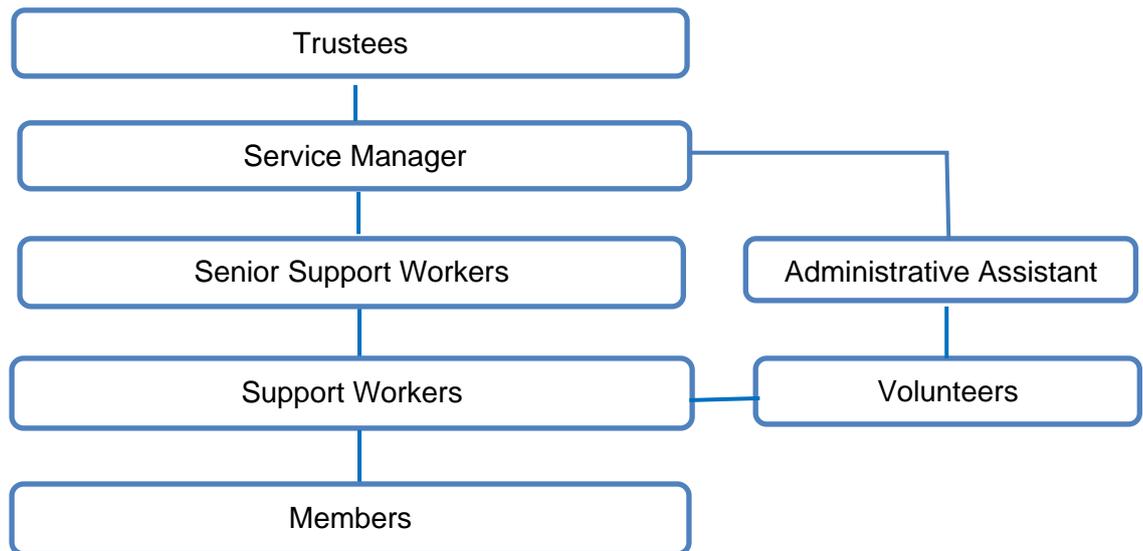
We are looking for a person with the right values to join our dedicated team. We are kind to others, inclusive of everyone, positive in our work and with each other. We are passionate about making a difference and in trying new things. If you believe you share our values and are driven to achieve high standards we would like to hear from you.

## Qualifications

- A good standard of education, with English and Mathematics GCSE level 'C' or equivalent.
- Level 2 Health and Social Care qualification or equivalent preferred.
- Full UK Driving Licence



## Structure



## Skills and Experience

- Have a proven track record of working with various stakeholders to ensure that their aims and objectives are met.
- Have excellent organisational and IT skills – familiarity with Microsoft Office and Zoom
- Have excellent communication skills – ability to converse at ease with Members, Staff, Volunteers and Carers.
- Able to work independently, be self-motivated with high standards.
- Maintain confidentiality and have good understanding of GDPR regulations.
- Have good social and caring skills.
- Be able to work as part of a team.
- Hold a current driving licence and be prepared to drive a minibus.

## Knowledge

- Good general knowledge of the care sector, especially with adults with learning and physical disabilities.
- Ability to relate to Members and understand their needs.
- Understanding of legal aspects of care, health and safety and employment issues.
- Knowledge of statutory requirements including maintaining a safe working environment, Data Protection and confidentiality.



- Good knowledge of networking with other agencies.

## Competencies

- Be adaptable and flexible.
- Demonstrate patience and self-control.
- Be able to communicate effectively with Members, families, carers and the public.

## Job Description

## Responsible to

- Service Manager

## Key Tasks

- To provide support that meets the needs of our members and to help them achieve personalised outcomes.
- To undertake key worker responsibilities.
- To keep accurate records and maintain up to date Care Plans.
- To ensure safe working practices, complying with Yatton House policy and procedure.
- To be responsible for ensuring own knowledge and training remains up to date.
- To drive the Yatton House minibus (MIDAS training will be provided)

## Main Duties

- Implement Member's programmes, organised by the management team of Yatton House, based upon developing personal, social and vocational skills using the centre and community resources as appropriate.
- Support the Management team, with the design and implementation of individual Member's programmes, by reviewing progress, evaluating outcomes and modifying plans where appropriate.
- Ensure individual portfolios contain relevant information and skills evidence.
- Work with both individuals and groups of Members to promote their personal development.
- Ensure that the physical and personal needs of Members are attended to.
- Ensure that at all times a high standard of personal, physical and social care is maintained for all members.



# Yatton House Society

Charity no. 511721

- To participate in staff and Member's meetings held monthly and to be involved in occasional out of hour's activities.
- To attend all necessary training to meet legal requirements and those specific to meet the needs of Members and your own personal development.
- To maintain appropriate written records, over and above Care Plans.
- To escort Members on the centre minibus and on other individual development outings as and when required.
- To ensure the Health and Safety of the Members, Colleagues, Volunteers and Visitors and that Yatton House is maintained at all times.
- This is not an exhaustive list of duties but considered to be the main duties for Yatton House Society.

## How to apply

For further information and/or to request an application pack, please email Jonathan Stephenson – [manager@yattonhouse.org.uk](mailto:manager@yattonhouse.org.uk) or telephone 01642 722380

Please note: CV's will not be accepted.