

Mark Taylor Support Ltd - Casual Support Worker

Job Description

1.	<p><u>Job Purpose</u> The post holder will be a Casual Support Worker with responsibility for supporting children, young people and adults with a disability to provide bespoke, personalised 1:1 and 2:1 and small group support <u>as and when required</u>. Must be prepared to work flexibly <u>outside of normal working hours. Primarily after school, evening and weekend hours</u>, with increased daytime working hours available during normal school holiday periods. Opportunities for term time, normal day time hours are also available and are steadily increasing. May also have the opportunity to link into additional Mark Taylor Support Ltd provision such as weekend residential trips, small group and education-based support.</p>
2.	<p><u>Major Tasks</u> To support all service users taking into account their specific individual needs. This will include, complex needs, behaviours, personal care and administration of medication, following specific training where necessary. To support children, young people and adults with a disability in a variety of settings to achieve outcomes as defined in their agreed contract of support. Refer to the Lead Support Worker for concerns relating to complexity or specialist services. To assist in planning in relation to specific identified support alongside the Lead Support Worker, service users and their families and work in partnership with other agencies to ensure that plans are of a high quality. To contribute to the coordination of both internal and external inspections and audits. To work flexibly with service users and their families, this will include evening, weekend working and bank holidays.</p>
3.	<p><u>Contacts</u> Internal Contacts – Managing Director, Lead Support Worker, Administration Staff, wider casual staff team. External Contacts – Service users, members of the public, education, governors, parents and/or guardians, children, foster carers, other agencies, voluntary, community and social enterprise sector organisations, local businesses and government departments.</p>
4.	<p><u>Creative work</u> Use imagination and creative skills to deliver diverse personalised support as part of a defined support plan. Ensure that the team is positively promoted in the public and professional domain in a way that encourages a better understanding of its work. To support the participation of service users, their families and local communities in developing capacity and ability to contribute to the design and delivery of Mark Taylor Support Ltd services.</p>
5.	<p><u>Decisions made</u> The post holder will make decisions on their day-to-day operational function of their work. The post holder has some discretion in selecting work and priorities but works mainly to a defined plan. The post holder will refer decisions re finance, specialist advice to their line manager.</p>
6.	<p><u>Supervisory responsibility</u> N/A</p>
7.	<p><u>Supervision received</u> Supervision by the line manager – the regularity of which will be determined by the amount of hours worked – along with an annual PPD meeting.</p>
8.	<p><u>Complexity</u> To support the individual needs of the service users including complex needs, behaviours, personal care and administration of medication, following specific training where necessary. To work within relevant legislation and any forthcoming changes/developments. To have a clear understanding of the causes of offending and safeguarding behaviours and to understand the methods by which the service can begin to address these in order to improve outcomes for service users.</p>

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Person Specification

Criteria	Standard
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> Evidence of continuous commitment to professional development whilst displaying a passion for the area of work. <p>Desirable:</p> <ul style="list-style-type: none"> NVQ Level 2 and above in a relevant qualification or evidence of working towards related qualifications. Experience of working in disability specific settings.
Knowledge	<p>Knowledge of existing local disability specific provision.</p> <p>An understanding and relevant knowledge of current government policy and legislation relating to all areas covered by the main job task.</p> <p>Clear understanding of Safeguarding procedures</p> <p>An understanding and relevant knowledge of company priorities.</p> <p>Relevant knowledge of all areas covered by main tasks attained through qualification or CPD.</p> <p>Understanding of legislation for areas identified by main tasks.</p> <p>An ability to demonstrate the link between service delivery and improved outcomes for service users.</p> <p>Clear understanding of Risk and Assessment practice.</p>
Skills	<p>Ability to recognise and support the individual needs of service users accessing the provision.</p> <p>Effective communication skills with service users, Mark Taylor Support Ltd employees and external partners.</p> <p>Supporting skills in planning of services for service users, families and communities.</p> <p>Supporting skills managing improved outcomes for service users.</p> <p>Ability to recognise and discuss personal development needs.</p> <p>Ability to analyse assessments and service requests to inform a need led service delivery and improve outcomes for service users, families and communities.</p> <p>Ability to develop recording skills and use of ICT as appropriate.</p> <p>Ability to plan and organise workload.</p> <p>Ability to work under pressure in a timely manner.</p> <p>Ability to collate and present information in relation to direct delivery, this may include report writing, to be shared in a variety of settings and meetings.</p>
Experience	<p>Experience of working within a special needs setting.</p> <p>Experience of working with children, young people and families in a variety of settings.</p> <p>Experience of working with children, young people and adults with a disability.</p> <p>Significant experience of using policies and procedures to benefit children, young people, adults and families.</p> <p>Evidence of negotiating and influencing people to achieve desired outcomes.</p>
Personal style and behaviours	<p>Must be committed to supporting the individual needs of the service users including all duties directly relating to complex needs, behaviours, personal care and administration of medication, following specific training where necessary.</p> <p>Must be prepared to work flexibly <u>outside of normal working hours. Primarily after school, evening and weekend hours, with increased daytime working hours available during normal school holiday periods.</u></p> <p>Develops good relationships with service users, families, colleagues and others by behaving with integrity and treating people with respect and leading by example.</p> <p>Sensitivity and discretion.</p> <p>Effective and positive response to change.</p> <p>Enthusiasm and energetic.</p> <p>Strong commitment to continually raising standards.</p>

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person-specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.