

# Job description

## Job title

Community Support Worker (Positive Behaviour Support)

## Hours

37.5 hours – full time

Worked on a 7-day rota with 2 days off and some weekend working.  
Earliest shift starting at 8am and the end of the last shift being 10pm.

## Contract

Permanent

## Role profile and grade

PCS10 – Grade 1, Point 1

## Salary

Starting salary - £24,700 per year (£12.67 per hour) with biennial increments

## Additional Payments

Enhanced pay for weekend shifts - 25% added to your hourly rate of pay.

## Location

The service is based within Wythenshawe, Manchester however you will work supporting young people and families across Manchester.

## Reports to

Registered Manager or delegated deputy

## Job purpose

To work as part of a specialist autism and/or learning difficulties residential and community service providing support for individuals with their physical, health, emotional and social needs with an emphasis on promoting independence, whilst preparing, assisting and enabling them to fulfil the aims of their person-centred care plan.

Safeguarding young vulnerable people is a priority for all employees.

### Nature of the post

The post holder will be based at one of our Residential services that supports young people with autism and or learning disabilities. Employees should note, that they are employed by the Trust and may be required at some point to work at other Together Trust homes within reasonable distance.

The individuals in the care of the Together Trust will have a variety of complex needs for which they will be varying levels of support which includes supporting some young people with their personal care needs. In order to provide the person-centred support, the staff team will work shifts allocated by the Manager or the delegated deputy. This includes weekends and evenings. A number of administrative hours will be spent attending meetings, supervisions/appraisals, training and young people's reviews. In undertaking activities with the young people and on behalf of the base the post holder can expect to use the Trust's vehicle(s) kept at the base.

It is an expectation that the post holder will successfully complete the Trust's induction and foundation programme and relevant qualification within the required timescales set by the Trust. The post holder will be expected to meet the requirements as set out in National Quality Standards. This requires participating in care planning, risk assessments, key working, liaising with the young person's family, report writing, attending meetings, administration of medication, being proactive in relevant training and working as a team, as well as supporting the young people as appropriate to meet their needs whilst encouraging independence.

However, the nature of the work of the Trust is varied and, in many instances, unpredictable. All staff are therefore expected to work in a flexible way and tasks that have not been covered in the job description have to be undertaken.

The work of the PBSP is guided by senior staff, but the PBSP will be expected to progress to leading shifts as part of their ongoing professional development. The key duties include record keeping in accordance with legislation and regulations, and providing guidance to less experienced members of the team.

In order to be successful in progressing to a senior support worker post, it is expected that the post holder will be able to demonstrate significant professional development, evidenced by a range of transferable competencies, and have undertaken additional responsibilities, such as for example, the role of Training Co-ordinator, Health & Safety Coordinator, or SCiPr Monitor.

At all times, the post holder is expected to conduct themselves professionally, to work within the current legislative framework and adhere to the Trust's Policies and Procedures.

### Key responsibilities

- Provide a caring, safe, secure and accepting environment that meets the physical, health, social needs and rights of the young people. This will include supporting less experienced staff via positive and effective team working to achieve high quality standards of care that are set and agreed by the Registered Manager on behalf of the Trust. This work will aim to respect and promote the needs of each young person arising from their racial, cultural and religious background.
- Assist with the assessments of need and formulation of plans. This involves working in partnership with other agencies and taking into account the wishes and feelings of the young people, their parents and other persons with parental responsibility, in line with legislation pertaining to the young people.
- Maximise educational opportunities and achievements for the young people looked after within the service by assisting in identifying, establishing and supporting educational provision and contributing to educational reviews.
- Undertake individual work that is designed to meet the young person's needs as identified within the care plan, enabling them to reach full their potential. Particular attention should be paid to dealing sensitively with transitions. Supporting the young person's significant relationships will be a part of this task.
- Under close supervision take responsibility for key working young people.

- Develop and maintain a good level of awareness of child protection issues, assessing and recording risk. This will include referring child protection issues to the Registered Manager and incorporating consistent boundary setting into everyday practice in order to ensure effectiveness in the prevention and appropriate management of challenging behaviour.
- Maintain accurate and up to date records of the work undertaken with the young people and complete written reports for planning meetings and statutory reviews as necessary. This will be in consultation with the line manager and be undertaken to a standard commensurate with the professional aims of the service.
- Undertake a range of domestic duties, including cooking and some cleaning, to a good standard, to ensure compliance with health and safety policies and the guidelines for young people and staff.
- Take responsibility for the promotion of safeguarding and the welfare of children and young persons for who they are responsible for.

### **Development & Progress to a Senior Worker Role (Grade 2, Point 4)**

- QCF Level 3 in Health & Social Care or equivalent and experience of supporting young vulnerable people in a residential children's home setting.
- Undertake primary responsibility for Key Working at least one young person of a more complex nature.
- Undertake the supervision of less experienced residential staff and/or ancillary staff in accordance with Together Trust Policies & Procedures as directed by the Registered Manager.
- Assist with the planning and preparation of the shift rotas.

### **Other responsibilities**

- Actively engage with the Together Trust's vision, mission and values.
- Commit to promoting equality, diversity and inclusion.

## Additional information

- The work at the Trust for those working directly with the young people can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.
- For the safety of staff and the young people, training will be provided to assist employees to carry out their role, specifically the Movement & Management of Loads and People, Emergency First Aid and PROACT SCIPr UK training (this provides staff with the skills to carry out the sometimes-necessary safe holds in a non-threatening way). Employees will be required to fully participate in all training.
- Having a disabling condition does not preclude you from working for the Together Trust. However you should make the Together Trust aware of any adaptations required to enable you to undertake the work.
- We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff and volunteers to share that commitment.
- The Together Trust is committed to equality and diversity, but is under represented in the workforce by men, men and women from ethnic groups and people with disabilities. The Together Trust therefore welcomes applicants regardless of their racial, ethnic or national origin, religion or beliefs, disability sexuality, age or responsibilities for dependents.

***Please note, in order for the Trust to comply with the apprenticeship funding rules, it is a requirement of the role that the successful applicant must be able to evidence that***

***(1) they have the right to work in the UK without additional approval for more than 20 hours each week throughout the year and***

***(2) they have an eligible residency status for the purposes of the apprenticeship funding rules. In most cases this will mean that the individual needs to show that they have been "ordinarily resident" in particular countries (including the UK) at least 3 years before the start of the apprenticeship.***

## Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
<b>Education, qualifications and training</b>	Good standard of written and oral English.	DipSW, CQSW, CSS or equivalent A1 Assessor's award.  A qualification in Health & Social Care Level 3 or equivalent or willingness to work towards is essential.
<b>Experience and skills</b>	Working in a children's residential setting, undertaking the full range of duties in a well planned way that respects & values the young people as individuals.  Flexibility to respond to the needs of the unit and young people.  Good communication and interpersonal skills.  Ability to write reports.  Good organisational and time management skills.  Ability to work on own initiative and as part of a team, taking the lead when required, maintaining & encouraging open and honest communication.	Working with or within statutory, voluntary agencies or other settings.  Working with young people looked after and awareness of their rights and needs.  Ability to assist with risk assessments in residential and community settings.  Ability and resilience to work with challenging behavior in a caring and consistent manner, including the maintenance of appropriate boundaries for behavior.

<b>Knowledge and understanding</b>	Working with young people & an understanding of the issues affecting them.	The Children Act 2004.  Working Together to Safeguard Children 2006.  National Care Standards.  Child Development.
<b>Other</b>	<p>Commitment to continuing professional development.</p> <p>An enthusiastic, reliable and outgoing person with a level of maturity, skills and interests which can be utilised to engage the young people.</p> <p>Lived experience of supporting young people with autism or challenging behaviour.</p>	A current clean driving licence and access to a vehicle.

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

