

**TBC (Graham Rankin)**

**Job Description**

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| **Job title:** | Community Inclusion Assistant  |
| **Accountable to:** | Deputy Chief Executive |
| **Reporting to:** | Head of Community Services |
| **Hours:** | 27.5 hours (9.30am – 3pm Monday – Friday)*(Hours may vary to meet the needs of Service Users.)* |
| **Salary:** | £11,897.60 per annum + 7% non-contributory pension scheme (after qualifying period).  |
| **Location:** | Orchardville, TSL House, Unit 1, 38A Bachelors Walk,Lisburn, with requirement to travel throughout Greater Belfast and North Down. |
| **Holidays:** | 21 days + 12 statutory days (pro-rata to hours worked) |

**Main Purpose:**

The Community Inclusion Assistant will provide direct support to people with Learning Disability and/or Autism Spectrum Condition including:

* Supporting Service Users to develop their independence, confidence and decision making skills.
* Supporting Service Users to engage fully with their local community.
* Sourcing community opportunities for Service Users in the local area.

**Main Responsibilities:**

1. **Operational Targets**

Support the achievement of operational targets as detailed in individual work plans including:

* Development and progression of Service User confidence, independence & skills.
* Develop links within the local area that will enhance the inclusion of Service Users in their community.
* Encourage progression to achieve service users’ full potential.
1. **Service Users**

Work as directed to assist and support individuals with Learning Disability / Autism Spectrum Condition whilst attending community or group based training opportunities. This will include:

* Motivating and mentoring Service Users to achieve personal goals and realise their individual potential.
* Working as directed to assist and support individuals with Learning Disability/ Autism Spectrum Condition whilst attending work placement or group based training opportunities.
* Assisting in the practical training of participants whilst on work placement.
* Reinforcing appropriate work behaviour in all settings.
* Supporting group activities to ensure a positive environment is maintained, dealing with day to day participant difficulties.
1. **Other Stakeholders**

Liaise with colleagues, families and day centre staff to ensure smooth running of placements

1. **Quality Assurance**

Ensure all service user information is recorded and compliant with Orchardville processes and procedures in line with your remit. This will include:

* Compiling written records and progress reports.
* Inputting information onto Social Impact Tracker (internal database).
* Monitoring and recording progression and outcomes of Service Users.
1. **Health & Safety**
* Ensure all aspects of health and safety, in line with your remit, are adhered to and compliant with organisational processes and procedures.
* Report potential risks in relation to Service User safety; ensure risk management procedures are followed as required.
* Ensure personal safety by complying with Lone Worker policy.
1. **Training, Development and Practice**

The post-holder will be expected to undertake mandatory training, in addition to utilising any non-mandatory training or development opportunities. As an Orchardville Employee, you will be expected to:

* Take part in Planning & Development meetings and Annual Appraisals with the Line Manager.
* Identify personal and departmental training needs and provide comprehensive feedback on training undertaken.
* Ensure the core values of Orchardville (**E**mpower, **Q**uality, **U**ser, **I**ntegrity, **and Passion**) are evident and form the basis of professional conduct.

This description is not exhaustive. In addition to the above duties, the post holder may be required to undertake additional tasks to reflect changing priorities or circumstance

**Personnel Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education and Qualifications** |  |  |
| Literacy and Numeracy Level 2 | **✓** |  |
| 4 GCSE’s or equivalent qualification |  | **✓** |
| **Additional Training** |  |  |
| Proficient in the use of Microsoft Office applications including Word, Access, Excel, Outlook etc. | **✓** |  |
| Adult Safeguarding / Child Protection training |  | **✓** |
| **Experience** |  |  |
| 6 months experience of working with people with disability either paid or unpaid. | **✓** |  |
| Experience of working with / supervising people with Autism Spectrum Condition and or Learning Disability within a school, training or employment setting. |  | **✓** |
| **Other Requirements** |  |  |
| Current full driving license, valid in the UK, and access to a car or other form of transport which will permit you to carry out the duties of the post in full.*Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license.* *Successful candidates will be required to ensure that their insurance allows them to use their car for business purposes.* | **✓** |  |
| Creative craft-making skills i.e. card-making, producing craft products using various methods (stitching, decoupage etc.) |  | **✓** |
| **Required Behaviours** |  |  |
| Ability to demonstrate good communication skills. | **✓** |  |
| Able to demonstrate flexibility, self motivation, confidence and ability to use initiative. | **✓** |  |
| Able to demonstrate good organisational skills and time -management skills. | **✓** |  |
| Knowledge and understanding of the Disability Discrimination Act (DDA) |  | **✓** |
| **Special Circumstances** |
| Successful candidates will be required to undergo an Enhanced Access NI disclosure check. |

**NB:** Criteria may be enhanced to assist short-listing.