



JOB DESCRIPTION

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| Title of Post: Outlook Support Worker | Location: Regional |
| Accountable to: Deputy Manager/Registered Manager | |
| Purpose of the Job: The Outlook Support Worker will support young people living with a disability, autism and brain injury to access a range of fun activities in their local area. The Outlook Support Worker will provide personal care and transport to young people where necessary and this may include some manual handling tasks. | |
| Salary: £7.27 per hour | Hours of Work: As and when required Due to the nature of our work with young people, the majority of the service is delivered late afternoons, evenings and weekends. |
| Closing Date: Sunday 5 th March 2017 at 4pm Interviews expected : 22 nd March – Derry/L Derry 24 th March – Belfast 31 st March - Armagh | Length of Contract: As and when required |

Key Duties & Responsibilities:

Customer

- Support young people to access social and recreational activities of choice that meet their individual needs and the needs of their families; activities may include going to the cinema, attending a local youth club, supporting the young person in a sporting or other leisure activity or providing some home based play like arts & crafts
- Ensure that service delivery is person centered and upholds the principles of respect, privacy, dignity, fulfillment, independence and choice.
- Effectively communicate with young people and their families through their chosen method

Learning & Growth

- Complete the Cedar Foundations mandatory induction training
- Complete all additional mandatory training
- Promote the image of the organisation to the wider community

General

- Follow at all times the Cedar Foundations organisational policies and codes of conduct, including smoke free policy, IT security policy, standards of attendance, appearance and behaviour.

- Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

Person Specification:

ESSENTIAL CRITERIA – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

The following are essential criteria which will be measured at short listing stage:

| Criteria | Essential | Desirable | Evidenced By: |
|---|---|---|------------------|
| Education/Training/Qualifications & Experience | <ul style="list-style-type: none"> Basic qualification to NVQ level 2 or equivalent in a relevant discipline such as Health & Social Care, Childcare Minimum of 6 months experience, paid or voluntary of caring for or working with young people | NISCC Registration | Application form |
| Experience | As above | Experience & understanding of young disabled people Experience of working with challenging behaviours | Application form |
| Specialist Knowledge & Skills | <ul style="list-style-type: none"> Good communication & interpersonal skills Willingness to work evenings and weekends | NVQ in Childcare or Health & Social Care Awareness of RQIA & Domiciliary Regulations and Minimum Standards awareness | Application form |

The following are essential criteria which will be measured at interview stage:

| Criteria | Essential | Desirable | Evidenced By: |
|--|---|-----------|--|
| Experience | <ul style="list-style-type: none"> Practical experience working with young people | | Interview |
| Specialist Knowledge & Skills | <ul style="list-style-type: none"> Ability to use initiative Effective communication skills to meet the needs of the post in full Demonstrate how they are able to gauge peoples feelings Demonstrate a flexible approach to meeting the objectives of the job. Solutions focused Willingness to work evenings and weekends | | Interview |
| Other Requirements post job offer | <ul style="list-style-type: none"> Valid work permit Access NI check Able to fulfil the Occupational Health requirements for the post Job References Current registration with NISCC or willing to complete registration once appointed | | Work permit Valid documentation Occupational Health questionnaire 2 satisfactory references |
| Circumstances | <ul style="list-style-type: none"> Hold a full current driving licence valid for use in the UK and Ireland and have access to a car on appointment. | | Valid diver licence, business insurance & MOT certificate as relevant. |

Benefits:

- Starting on 20 days annual leave pro rata plus Cedar recognises 12 statutory days
- Annual incremental pay increases on a 3 point salary scale
- Organisation Pension available on completion of 3 consecutive months work with Standard Life Group (Cedar contribution 4%, employee 4%)
- Occupational sick Pay Scheme, increases with length of service
- Investor in People Champion with commitment to development of the staff team through training and learning opportunities
- Staff recognition & reward incentives aligned to high standards of performance

Apply online at www.cedar-foundation.org

This Job Description is a general outline of the post as it is currently perceived by Cedar Foundation. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.

The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet it's vision and best respond to the needs of disabled people accessing our services.

THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER