

## Job Description – SAIL Support Worker 1

### 1. Overview of the role

The SAIL project aims to provide young people who have complex, additional needs with an interactive, fun, learning experience to help them develop self-confidence, self-awareness and provide emotional and practical support during the transition between adolescence and adulthood. These young people range in age from 16-30 years and live in several council areas throughout Northern Ireland.

All activities will have independent living skills development as a common aim, the project is based on the SPICE model, (Social, Physical, Intellectual, Creative and Emotional).

Activities will include:

- Life Choices - how these can impact on all aspects of living.
- Keeping Safe - Living in local communities
- Living a More Independent Life - Basic Cookery skills, Housekeeping, Budgets & Responsibilities.
- Personal Awareness - Self Awareness, Personal Safety and Personal presentation.
- Looking after Mental Health - Coping Skills, Triggers & Distractions.

The SAIL Support Worker will work with the SAIL Project Manager on the development, implementation and evaluation of the SAIL project, which is aimed at supporting personal, social independent living skills for young people with a physical disability and/or mild to moderate learning disabilities. The role involves working closely with SAIL participants, community organisations, educational establishments and other team members to ensure that all project goals and outcomes are efficiently and effectively met.

## **2. Main Duties & Responsibilities**

The main duties and responsibilities of this post are as follows:

### **2.1 Project planning & Implementation**

- To collaborate with the SAIL Project Manager to design, and implement project plans, including setting objectives, timelines and resource allocations.
- Support participants to achieve skills which promote independence, personal development, social and life skills, leadership, skills development and community involvement.
- Support the SAIL Project Manager to carry out individual baseline assessments and quarterly reviews.
- Provide direct support to participants, helping them to set individual goals, delivering the project in a fun, interactive and in an ability appropriate manner.
- Provide guidance and support to the young people to ensure their needs are being met, and their physical and mental health is monitored
- Assist the Youth Committee in their roles in planning, monitoring, improving or adapting and evaluating projects.

### **2.2 Leadership & people management**

- Work as part of a team to contribute to a positive work environment and shared goals. Support, motivate, and be aware of the well being and performance of support workers, sessional workers and volunteers.
- Work with other staff members to deliver a high-quality projects for our Young People and their parents/carers.
- Assist in the facilitation of workshops, training sessions and events to ensure that team members are up to date with changes or amendments within projects.
- Work with the SAIL Project Manager to ensure other staff are clear in their day to day roles and responsibilities, in line with Health & Safety and risk management.
- Be aware of confidentiality and GDPR in relation to sensitive information collated which is necessary to project recording, reporting and monitoring is maintained.

### **2.3 Representation & collaboration**

- Assist the SAIL Project Manager in attending outreach activities to promote and recruit participants for the SAIL Project.
- Maintain working relationships with parents/carers and other professionals to ensure they are kept informed and are fully engaged with Autonomies' involvement with the young people.
- Represent and promote Autonomie at relevant events.

## **2.4 Monitoring & Evaluation**

- Support the SAIL Project Manager to track progress of participants, collect data and analysis outcomes to assess effectiveness and identify areas for improvement.
- Prepare reports for the SAIL Project Manager on a monthly basis, identifying challenges, concerns and outcomes for stakeholders and funding bodies.
- Ensure all activities comply with Autonomies' policies and procedures and relevant legislation/regulations.

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder. In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by the Chief Officer.

### **3. Personnel Specification**

#### **3.1 Mandatory Requirements**

The postholder must:

- Possess an OCN Youth Work Level 1 qualification (or higher), or equivalent or working towards completion of relevant qualification (evidence required).
- Have a minimum of 2 years' experience (paid or voluntary) of working with young people with disabilities.
- Have experience of working within a team to create a positive work environment.
- Have experience of engaging with and motivating young people with physical disabilities and/or mild to moderate disabilities.
- Understand the challenges which young people with disabilities and their families face, and the impact these can have on family life.
- Experience in completing baseline assessments with young people
- Demonstrate an ability to communicate clearly and professionally with parents, siblings, young people, professionals, and have excellent verbal, listening and presentation skills.
- Possess excellent organisational skills with an ability to prioritise workload, self-motivate and work to tight deadlines on your own initiative, ensuring the SAIL Project Manager is notified promptly of any major concerns.
- Have experience of using Microsoft packages to include Outlook, Word, Excel, and PowerPoint.
- Possess a full UK driving licence and have access to transport as the role will involve travel. (Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.)
- Be able to work flexible hours and to travel for work as demanded by the job.
- Clear a mandatory Enhanced Access NI check.
- Demonstrate a commitment to diversity and inclusion in the workplace.

### **3.2 Desirable Criteria**

The postholder should be able to demonstrate:

- Good communication skills.
- Ability to prioritise workload and to work on own initiative.
- Ability to produce reports for potential funders and the Chief Officer.

### **4. Reporting Arrangements**

The SAIL Support Worker will report directly to the SAIL Project Manager.

### **5. Remuneration Details**

**Salary for the post:** £24,702 per annum (35 hours per week).

**Pension Arrangements:** NEST Pension Scheme (3% Employer & 5% Personal Contribution).

**Holiday Entitlement:** 25 days per year plus 10 statutory days.