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| Job Description – Disability Support Worker |
| **Title:**  Disability Support Worker |  | **Reference:** DSW/25 |
| **Reports to:** Head of Operations and Development |  | **Responsible to**: CEO |
| **Base:** Bolster Community, Unit 1 Whitegates Enterprise Park, Killeavy Road, Newry |  | **Hours** 30 hrs per week  |
| **Benefits:*** **Basic salary:** £24,472 Pro-rata
* **Pension:** 6% employer’s salary contribution (subject to conditions)
* **Annual Leave:** 25 days per annum + Statutory Holidays (pro-rata for part-time posts)
* **Allowances:** Travel Expenses will be paid according to Bolster Community rates (subject to conditions), Health Cash Plan (subject to conditions)
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| Purpose of Post: |
| Our Bolster Buddy service is aimed at reconnecting people with learning disabilities or support needs within the local community and developing their independence. The DSW will provide support for these individuals to reach their full potential through a range of different social activities, hobbies and passions which will help to develop and maintain everyday independent living skills and work towards meeting their personal goals.  |
| Key Duties and Responsibilities: |
| **Service Users*** Develop and maintain a trusting and professional relationship with our Bolster Buddies and demonstrate a supportive and empathetic manner towards them.
* Ensure all support provided to our Bolster Buddies is service user focused and advocates respect, choice and independence.
* Explore setting goals and enable these to be met where possible.
* Deliver individual programmes of support to enhance and maximise the capabilities and independence of each Bolster Buddy.
* Involve each individual in all aspects of decision making in relation to the service they are receiving.
* Assist in planning, organising, and participating in individual or group activities and ensure the safe delivery and positive outcomes of the activity.
* Participate in monitoring and reviewing individual skills and needs of the Bolster Buddies.
* Offer advice and support for personal safety whilst promoting positive life choices and healthy lifestyles.
* Intervene appropriately to resolve any issues or problems that arise and work with the Buddies to provide the appropriate solutions for the wellbeing of everyone.
* Liaise with external organisations when required and build on relationships within the community.
* Participate in completing risk assessments where staff and Bolster Buddies are likely to be at risk or in a vulnerable situation.

**Administration*** Comply with the organisational policies and procedures.
* Participate in planning meetings and ensure a full-time table of activities is available to suit individual needs.
* Ensure daily records of activities for Bolster Buddies is documented and available to them and senior management.
* Willingness to undertake annual review meeting for Bolster Buddies using an MDT approach.
* Ability to record and deliver to the admin team weekly timesheets and monthly expenses.

**Health and Safety*** Comply with Bolster Community Health and Safety Policy.
* Ensure all activities carried out are delivered in a manor which is safe for everyone.
* Report any damages or breakages within the building to senior staff.
* Ensure any spillages or breakages is cleaned up.
* Participate in cleaning as required to ensure safety for everyone and an agreed level of hygiene standards are maintained.

**General*** Carry out any other duties relevant with this post
* Ability to undertake mandatory training.
* Willingness to enhance personal development
* Staff should be able to work as part of a team.
* Contribute to the team’s performance and take appropriate actions to maintain a high level of performance and positive team dynamics, particular through periods of change.
* Staff should be committed to attending staff meetings and well-being events organised by Bolster Community
* On occasions be available to work occasional evenings and weekends.
* Should hold a full driving license with access to a car.
* Promote a positive working environment where wellbeing for all is priority for delivering a high quality and professional service.
* Be aware of the importance of social inclusion for Bolster Buddies.

***General Requirements*** The post holder will be required to: 1. Undergo pre-employment checks, including an Access NI check, in line with our safeguarding procedures.
2. Ensure the Bolsters policy on equality of opportunity is promoted through his/her own actions and those of any staff for whom he/she has responsibility.
3. Co-operate fully with the implementation of the Bolster Community Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for members of the public and staff.
4. Adhere at all times to all Bolster Community policies/codes of conduct, including for example:
	1. Smoke Free policy
	2. IT Security Policy and Code of Conduct
	3. standards of attendance, appearance and behaviour
	4. Safeguarding

 1. Contribute to ensuring the highest standards of environmental cleanliness within your designated area of work.
2. All employees of Bolster Community are legally responsible for all records held, created or used as part of their business, including clients, corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000 the Environmental Information Regulations 2004, the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Employees are required to be conversant with the Bolster Community policy and procedures on records management and to seek advice if in doubt.
3. Take responsibility for his/her own ongoing learning and development, in order to maximise his/her potential and continue to meet the demands of the post.
4. Represent Bolster Community’s commitment to providing the highest possible standard of service clients and members of the public, by treating all those with whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.
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| This Job description is neither exhaustive nor exclusive and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. It will be subject to review depending upon operational requirements and staffing levels |