

JOB DESCRIPTION

Lunchtime Support Worker Assistant

Reports to	Senior Support Worker
Hours	Monday - Friday, 10:00am – 2:00pm. Part time days of 3 or 4 per week will also be considered.
Annual leave	23 days plus bank holidays

Job overview

Based at Jigsaw Plus, you will support autistic adults with their care needs. You will be encouraging learning and development to help each individual reach their full potential and grow life skills. You will also assist the support worker team to ensure smooth delivery of each adult’s care plan.

Main duties and responsibilities

- Support learners with the development of life skills
- Prepare teaching and learning rooms/kitchens before and after lunchtimes
- Provide personal care such as feeding, encouraging and enabling learners to maintain acceptable levels of personal hygiene, whilst promoting independence
- Take part in off-site activities with learners
- Contribute to the production and maintenance of appropriate learning resources, including downloading from web, printing and laminating
- Ensure centre-wide stationery is kept tidy and well resourced
- Build good relationships with the learners, support workers and parents
- Progress your personal development via practical and theoretical training
- Develop your knowledge of autism spectrum disorders and associated disabilities
- Undertake any other tasks which can be reasonably expected in relation to the role
- Adhere to all company policies and procedures within defined timescales

PERSON SPECIFICATION

Knowledge, skills and experience

- Good standard of numeracy and literacy
- Passion and interest in learning disabilities
- Comfortable working with adults who exhibit behaviour that challenges
- Comfortable supporting others with personal care where required
- An understanding and personal commitment to safeguarding and promoting the welfare of adults and young people
- A positive, can-do attitude
- Experience (professional, personal or voluntary) of working with adults or children with or without special educational needs and disabilities (SEND) is desirable

Personal qualities

Achieving results

- Gathers information from a variety of sources to reach a conclusion, complete a task
- Promptly and efficiently completes work assignments
- Initiates collaboration with others and spontaneously assists others in the delivery of their work
- Contributes positively to the team
- Asks for help identifying and achieving own and shared goals
- Displays a positive attitude in the face of ambiguity and change
- Organises the use of resources to meet expectations and identifies difficulties
- Shares all relevant information with others and seeks others' input

Building relationships

- Listens actively, considers people's concerns and adjusts own behaviour in a helpful manner
- Responds to and anticipates others' needs in a timely, professional, helpful and courteous manner, regardless of others' attitude
- Strives to consistently meet service standards
- Is attentive when doing projects and assignments, or when interacting with people from different backgrounds
- Checks own understanding of others' communication (e.g. paraphrases, asks questions)
- Maintains continuous, open and consistent communication with others

Planning for the future

- Takes advantage of learning opportunities provided (e.g. courses, feedback from supervisor or peers) to meet requirements of current job
- Fosters two-way trust in dealing with contacts (e.g. maintains confidentiality regarding sensitive information)

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment

Caring Person-Centred Continuous Learning Integrity Teamwork