

## JOB DESCRIPTION

### SENIOR SUPPORT WORKER

<b>Reports to</b>	Team Leader
<b>Responsible for</b>	Designated Learning Support Workers
<b>Hours</b>	Monday to Friday, 9.00am – 5pm
<b>Annual leave</b>	25 days plus bank holidays

#### Job overview

- To support autistic adults with related disabilities in the attainment of knowledge and skills that will enhance their well-being, independence and social inclusion
- To support the Team Leaders in managing staff allocations and effective use of staffing resource
- Manage, Mentor and train staff as required

#### Main duties and responsibilities

- To work as part of a team providing Behaviour Analytic based support to JigsawPlus adult learners
- Support adult learners' participation in social, leisure, educational and employment opportunities within the local community
- Provide the support and care identified in adult learners' individual learning plans, curriculum folders, behaviour support plans, and Health and Care Plans
- Collect, record and analyse data on the learning programmes delivered to support with learner progress
- Encourage and enable adult learners to maintain acceptable levels of personal and environmental hygiene
- Facilitate and support adult learners in decision making, promoting choice and involvement giving full regard to initiatives aimed at promoting individual empowerment
- Once trained, administer medication in accordance with Company policies and procedures, and ensure that medical emergencies are dealt with appropriately
- Monitor communication books and finance/activity logs and provide feedback to senior staff
- Write daily staffing rotas, including lunch rotas, vehicle rotas and end of day tasks, ensuring appropriate staffing for both on and offsite activities
- Oversee allocating vehicles for off site visits
- Complete key worker responsibilities
- Conduct direct and indirect assessments to evaluate learners' and staff performance and progress
- Support the Team Leaders and Senior Learning Support Workers in training new and existing staff
- Oversee adherence to beginning and end of day schedules
- Develop personal knowledge of autism spectrum disorders and disabilities
- Promote and ensure the good reputation of the Jigsaw Trust and its individual divisions
- Understand, implement and adhere to all Company policies and procedures within the defined timescales
- Participate in relevant training to achieve required qualifications and attend mandatory training days/ courses, on or off site, as and when required
- Undertake any other tasks which can be reasonably expected in relation to the role

### PERSON SPECIFICATION

#### Desirable Training and Qualifications

- NVQ/QCF Level 3 Diploma in Health and Social Care (Adults)
- Recognised Training in Positive Behaviour such as the CAPBS coaches programme and or AIBI levels including Supervising Competency from the PBS competency framework
- A desire to undertake on-going professional development and training in autism, Behaviour Analysis and Positive Behaviour Support
- Experience of designing and developing ABA/PBS programmes in an educational, care or community setting

## Knowledge, skills and experience

- Hands on knowledge and experience of delivering Positive Behaviour Support and or Applied Behaviour Analysis
- Proven experience of working in an adult social care service or similar setting (community-based service, home based programme, day centre service, residential service, etc.)
- Experience of working with people with intellectual disabilities, autism and/or complex needs
- Experience of mentoring staff, managing performance and delivering training
- Comfortable working with adults who exhibit behaviours that challenge and providing personal and intimate care where required
- An ability to keep detailed records and reports, and produce accurate graph data
- An empathetic, positive can-do attitude with the ability to maintaining confidentiality and discretion
- The ability to work as part of a team and communicate confidently at all levels of the organisation to build rapport and positive working relationships with all stakeholders
- The ability to work independently 1 to 1 in the community
- Experience of delivering PBS and or ABA programmes in an educational, care or community setting

## Personal Qualities

### Achieving results

- Accurately analyses verbal and numerical data.
- Anticipates and thinks ahead about next steps.
- Generates results by acting in a focused way and within the deadlines. finds ways to go around obstacles with minimum guidance.
- Anticipates having to adapt work methods to changing technology and environments and successfully overcomes obstacles.
- Adapts to new ideas and initiatives relevant to own area of work.
- Manages the allocation of resources in relation to business needs.
- Supports others in taking independent action

### Building relationships

- Prioritises learners' needs and addresses them accordingly.
- Understands the reason behind, or motivation for, someone's actions.
- Is attentive when doing projects, assignments or interacting with people from different countries and backgrounds.
- Recalls others' main points and takes them into account in own communication.
- Listens to differing points of view and promotes mutual understanding.
- Raises compliance, ethical or other issues to protect the Organisation's reputation and obligations

### Planning for the future

- Self-assesses against standards for current position to identify learning needs.
- Effectively transfers acquired knowledge and expertise.
- Demonstrates initiative in professional self-development.
- Is able to present the Organisation's priorities as they relate to own area of work
- Fosters two-way trust in dealing with contacts (e.g., maintains appropriate 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**