

JOB DESCRIPTION

- Job Title:** BANK Support Worker
- Hourly Rate/Salary:** £24,757.63
£12.66 per hour
- Immediate Manager:** Lead Support Worker/ Day Service Co-ordinator
- Responsible to:** CEO
NST Board of Trustees
- Experience Required:** Experience of working with disabled/vulnerable people and complex needs.
- Special Conditions:** This post is dependent on continued funding.
Casual car user allowance is payable.
- Control of Resources:** To be responsible, alongside other NST staff for equipment and materials; ordering supplies and monitoring stock levels and the correct use and security of equipment.
- Health & Safety Welfare:** To work in accordance with NST and Local Authority's Health and Safety and Welfare standards.

Purpose & Objectives:

The Next Step Trust
The Hoover Building, Westfield Street, Halifax, HX1 2DN
Tel. 01422 330938
admin@nextsteptrust.co.uk www.nextsteptrust.org.uk
Registered Charity No. 1114197
Registered Company No. 5711840



- To participate and provide a full and comprehensive day service for adults with learning disabilities and complex needs and assist in the assessment of individuals needs
- To offer stimulating needs based support and development along with safe leisure opportunities and provide full support to the individuals
- To work with individuals to identify their needs and choices for purposeful daytime activities.
- To identify opportunities available for the individual and offer support to achieve and maintain involvement in their chosen activity.
- To assist individuals with personal needs including meal time support and personal care.
- Administer medication as required and take responsibility for accurate storing and recording of medication.
- To contribute to organisational developments as appropriate including developments based on the personalisation agenda and work to personal budgets.

Principle Duties:

1. To identify and initiate new opportunities and activities for the individual users and alongside the team and other agencies develop individual programmes which are planned and recorded in line with company policy.
2. To enable the user to participate in all activities by providing appropriate support.
3. To take on Key Worker responsibility as required in the service.
4. To work alongside parents/carers and families to ensure individuals support is consistent and consequential.
5. To ensure the sessions are safe and risk assessments are monitored and reviewed on a regular basis alongside other policies and procedures.
6. To ensure the sessions and activities are sensitive to cultural traditions and values.

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7. To assist the lead support workers and management team to develop close working relations with all persons involved, e.g. families, social workers, therapists, so that the needs of the individual are met effectively.
8. To work as a member of a team in the project and the organisation.
9. To be responsible, alongside other NST staff for the proper use of equipment/materials and informing the health and safety lead or other senior staff members of any potential risks and faults.
10. To maintain user and the organisation's confidentiality at all times.
11. To work alongside the Lead support worker on the implementation, maintenance and evaluation of each individual Person Centred Plan.
12. To work in accordance with NST's Equality policy.
13. To support the aims and objectives of NST.
14. To carry out basic administration and finance tasks as required e.g. Petty cash, project cash flow etc.
15. To ensure the housekeeping is maintained and the environment is clean and hygienic alongside other staff members.
16. When on PA to assist driver with service users in and out of vehicles.
17. To be responsible for observing service users when on PA duties and ensuring their journey is safe and comfortable.

Other Responsibilities

1. To be flexible in working to attend meetings
2. Work across centres as required

Secondary Duties:

1. To work flexibly in line with the requirements of the Trust
2. To be concerned with the public relations and as far as possible, help maintain The Next Step Trust image and standards.
3. To participate in training as required by the post
4. To work in accordance with Next Step Trust Safeguarding procedures, respond in a timely manner and escalate any concerns
5. To work in accordance with The Next Step Trust's Equal Opportunities Policy
6. To perform all duties in accordance with Health and Safety procedures and to highlight any Health and Safety concerns
7. To perform all duties taking account of confidentiality and in line with GDPR.
8. To work as a member of the team to contribute where necessary to the needs of the Next Steppers and their parents/carers/guardians
9. To support the Values and Objectives of The Next Step Trust which are listed below

- **Commitment:**

The people who use our services need to know that we are here for the long-term – that we will be walking the next steps with them. Our partners and suppliers need to recognize our commitment too, so that we can all work together to support more fulfilling lives for people with complex needs. We will be consistent, determined and embrace the challenges in our work, and always be focused on being the best we can be for the people we are here to support.

- **Respect :**

We see people as people, and respect them for their differences. There are boundaries within which we expect people to act, and these are based on putting the people we support at the heart of all we do. The respect we have for our work will never allow those boundaries to be compromised.

- **Friendship:**

The Trust will extend the hand of friendship to the people who use our services but also to their families too. By being here, we will create a place where people can come together, have a sense of belonging, and feel welcome. We will

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demonstrate loyalty and honesty to our partners and suppliers, and ask for this in return. Friendship will help overcome challenges in a way that conflict cannot, and through this we will be able to do the best we can for the people we support.

- **Adaptability:**

It is important to our Next Steppers and their families that we are able to respond to their developing health and social needs. We are confident in working together in a flexible manner to respond and be resilient towards changes in the world around us.

- **Kindness**

To make everyone feel included and happy we are kind to each other. We will listen, show compassion and be considerate to others. We will make time to learn and respect others thoughts and feelings.

10. To work towards implementing the principles of equality, diversity and inclusion. At The Next Step Trust we promote an inclusive service to our community where no individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Occasional Duties:

1. To undertake such other duties and responsibilities as may be determined from time to time by the management group in consultation with the post holder.

Job Description Agreed By:

Manager

Date

Employee

Date

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