

Job Description: Specialist Support Worker

Title: Specialist Support Worker, for City of Chelmsford Mencap's Outreach Academy

Reports to: Support Lead

Next Level Manager: Adults' Services Manager

Description/ Purpose

The Specialist Support Worker will support Outreach Academy staff by:

- Facilitating the participation of learners in their chosen activities.
- Promoting cooperation and inclusion between all those attending sessions to foster development of students' social skills with the wider community.
- Encouraging independent thought and self-expression in order to improve students' communication skills.
- Developing each individual's functional skills to assist with their everyday living.
- Cultivating a safe, nurturing and welcoming atmosphere for the learners and other people who use or visit the City of Chelmsford Mencap's Outreach Academy.

Responsibilities

- Develop students' lives through lifelong learning and inclusive communication
- Assist in the management of the learning and recreational environments, including preparing materials, displaying students work and maintaining cleanliness and tidiness
- Observe, monitor and support learners under the direction and guidance of the Support Lead and Tutors
- Carry out any administrative tasks as requested by the Support Lead , Adults' Services Manager or Tutors
- Liaise with the tutor, colleagues, carers and visitors to ensure that sessions run smoothly and report any issues to the Outreach Support Lead
- Help organise and assist in supervision of students during outings and/ or day trips
- Observe Health and Safety rules of the Outreach settings and external venues
- Be aware of emergency procedures and offer guidance and assistance
- Represent City of Chelmsford Mencap at awareness, fundraising and community events

Person Specification: Specialist Support Worker

Personal qualities

- Positive attitude to enabling and supporting people with disabilities
- Empathetic and understanding attitude
- Professional, polite and respectful approach
- Committed to own professional and personal development
- A good sense of humour
- A happy and approachable demeanour

Other requirements

- Ability to be discrete – you will be privy to certain private information about the members to support you in your duties; you must not disclose this to any third parties.
- Good standard of health and fitness
- To act as an ambassador for the charity and present it in a positive light at all times.

Skills and knowledge

- A basic understanding of specialised learning techniques and methods of communication designed for those with disabilities
- Effective communication skills
- Punctual and dependable
- Positive, team-oriented attitude
- First Aid awareness

Other requirements

- Satisfactory CRB/DBS check
- Disclosure of any medical conditions that may affect your ability to carry out your duties

For more information, contact our Adults' Services Manager, Grace Lidstone, at:
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