# Transition & Personal Support Worker

**Job Description**

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| Service: | Children and Young People, Transition support for young adults (18 – 25s) |
| **Job Title:** | **Transition & Personal Support Worker** |
| Responsible For:(through line management structure) | N/A |
| Responsible To:(through appraisal process) | Transition and Personal Support Co-ordinator |
| Job Purpose: | To be part of a team that provides a round-the-clock range of flexible, creative leisure opportunities and support services for disabled children/young adults and their families based from the family home or alternative appropriate location. |
| Job Context: ob Context: | White Lodge is an independent voluntary organisation working with children and adults with disabilities. All staff must adhere to its agreed aims and objectives. |

**White Lodge General Employment Policies**

* To work within the context of all the organisations policies and procedures.
* To work in a way consistent with the principle of equal opportunities, giving each person practical skills and social status that are valued within their communities, ensuring anti-racist and anti-sexist work practices which promote anti-discriminatory attitudes and behaviour.
* To be aware of and sensitive to the impact of class, gender, race and prejudice on attitudes, professional relationships and professional judgement and be willing to intervene.
* To maintain confidentiality at all times and to ensure respect for, proper observance of and adhere to the organisation's confidentiality policy for all staff.
* To ensure all relevant aspects of Health and Safety requirements are known and adhered to, ensuring the health and safety of staff and volunteers at all times.
* To undertake any other duties which are consistent with the post.
* This job description is subject to periodic review and it is expected the post holder will contribute to the active development of the role as the needs of the organisation alter and to be available and willing to undertake training as appropriate.

**Transition & Personal Support Worker: Accountabilities and Tasks**

**Legislation / Health and Safety**

1. Ensure that all practice is in line with relevant policies, procedures, risk assessments and standards monitored by the Care Quality Commission.
2. Keep clear accurate and up to date records and ensure that all paperwork is filed correctly and securely and returned to the Co-ordinator when required.
3. Work in line with the Home and Garden Checklist and maintain a secure environment reporting any major concerns to a senior member of the Team.
4. Maintain a high standard of hygiene through the environment, reporting any concerns to the Co-ordinator.

**The child/young adult and their family**

1. Work with each child / young adult in line with the guidance in their All About Me document/individual plan.
2. Support the provision of a co-ordinated service by visiting other services used by the family when requested by the Co-ordinator.
3. Plan, provide and support children / young adults to take part in a range of fun, safe and creative play and leisure activities, taking into consideration the preferences and abilities of the children/young adults.
4. Support children / young adults using the service to maintain a high standard of personal hygiene and cleanliness.
5. Ensure the privacy of all children / young adults is respected as far as possible, particularly in reference to their personal care.
6. Ensure children / young adults are physically comfortable; particularly those who may be dependent on others to manually handle them into position.
7. Ensure appropriate communication tools are always available to all children / young adults.
8. Prepare meals and refreshments taking into account dietary requirements and cultural needs.
9. Meet the health care needs of all young people and young adults, including administering medication.
10. Report any changes or concerns relating to the children / young adults and their families to the Co-ordinator.

**Service and Personal Development**

1. Attend staff meetings and contribute to the promotion of good practice across the service.
2. Attend training to comply with legislation and meet the individual needs of the children and young adults accessing the service

**Transition & Personal Support Worker: Personal Requirements for the Role**

The successful person will be required to demonstrate the following:

1. A desire to make a positive contribution.
2. An ability to see the world from a child / young adult’s perspective.
3. A desire to ensure disabled children / young adults have access to the same
opportunities as others.
4. An enjoyment of working with children /young adults.
5. An ability to manage own emotions.
6. Honesty about own abilities and a commitment to personal development.
7. Respect for other people and the ability to balance diverse views.
8. Good observation skills.
9. An ability to work as part of a team and exchange skills and ideas for the
benefit of the service.
10. An ability to remain calm in a crisis.
11. An ability to contribute to discussion in order to develop the service.
12. Punctuality.

**Qualifications, Training and Experience**

1. Health & Social Care level 2 or 3 in a relevant subject (or equivalent) or willingness to be trained.
2. One years’ experience working with disabled children/young adults, essential.
3. A current first aid certificate or willingness to be trained.
4. Clean driving licence, access to own transport and car driver essential