

ROLE ADVERT

ROLE TITLE: My Day Support Assistant

POST ID: SAS283B

GRADE: BAND D SCP 17 - 21
£17,372 - £19,742 pro rata

HOURS 18 hours a week Tuesday Wednesday and Fridays

LOCATION: Monmouth Resource Centre Monmouth

PURPOSE OF POST:

To be a support worker for a number of service Users with the overall aim of enabling them to achieve a greater level of independence.

**Should you require any further information regarding this post, please contact:
Sandra Dobbs, Manager on 01600 773010 or 01600 738103**

Closing Date: 13th March 2015

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:
<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-
Employee Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.



ROLE PROFILE

ROLE TITLE: My Day Support Assistant
POST ID: SAS283B

GRADE: BAND D SCP 17 – 21
£17,372 - £19,742 pro rata

HOURS: 18 hours a week Tuesdays, Wednesdays and Fridays

LOCATION: Monmouth Resource Centre Monmouth

RESPONSIBLE TO: Service Manager

Our Purpose:-

To work individually with users of the service to develop personal plans that best reflect their needs, aspirations and preferred outcomes, implement these plans in partnership with a range of appropriate community resources and review the effectiveness of these plans.

Is to provide those service users with complex physical need with appropriate support to maintain their personal care and communication needs.

Expectation and Outcomes of this role:

As the manager of the service, I am looking forward to working with a vibrant and motivated person who can help me to move the service forward to reflect the aspirations of its service users.

You will be involved in supporting opportunities for people to access vocational, educational and leisure opportunities within the community. You will help to develop and implement a person centred approach that maximises individual competencies and delivers positive personal outcomes whilst also meeting personal care need where appropriate.

I will need you to be a good communicator, with the specialised skills necessary to communicate with people with complex needs, and team player who has the skills required to work with a range of marginalised individuals. You must hold the values that are needed to work in an innovative and person centred culture. In return you will form part of a dynamic team that will challenge views of day services for individuals, creating positive images of those who use the service.

- You will need to support service users to become integrated and valued members of their community in line with their agreed plans;
- You will need to support service users to articulate their aspirations, needs and outcomes – sometimes with support from specialist advocacy service - and capture these on their individual plans;

- I need you to be able to communicate effectively with people who have a range of complex needs as a result of learning disability or poor mental health – in specific instances, this will include the use of specialist communication tools e.g. Sign along;
- You will need to be able to work with service users to enable them to realise these aspirations, needs and outcomes;
- I will need you to be able to work in a positive manner with service users who display behaviours that challenge;
- I will need you to provide personal care support to service users with complex physical needs, in a safe, appropriate and dignified manner;
- You will need to be able to identify any areas of risk for service users and work with them to develop effective risk assessments;
- I need you to form positive working relationships with your colleagues and fully participate in joint staff activities;
- I need you to keep clear records in accordance with Monmouthshire County Council Social Care and Health Departmental standards;
- I need you to be able to identify where exploitation of service users might be happening and report this in line with Departmental guidelines as a matter of priority;
- You will need to move and handle equipment and/or individuals safely in accordance with Monmouthshire County Council policies and procedures.

Here's what we can provide you with:

- Regular supervision.
- Access to a range of training opportunities
- The opportunity to be at the forefront of implementing an exciting change for service users
- The opportunity to work within a dynamic team
- The chance to help shape future provision for service users
- Regular employee reviews to discuss progress, development and future objectives.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation. Whilst this service is currently structured to operate within office hours on a Monday to Friday, there may be potential in the future to work outside of office hours and at weekends to reflect the changing needs of the service.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

Person Specification

How will I know if you are the right person for the role? As the successful candidate you will have demonstrated:-

The following skills are all essential.

1. An NVQ in Direct Care at level 2 (or equivalent) or are willing to work towards this;
2. An understanding of the importance of respecting dignity, promoting choice and encouraging participation;
3. Experience of working with people with a range of needs including learning disability PMLD in particular and poor mental health
4. Experience in working in groups;
5. An ability to communicate effectively with service users as well as colleagues;
6. That you can develop individual plans with service users that reflect their aspirations and needs;
7. A working knowledge of alternate communication methods;
8. That you are aware of POVA and how to report this;
9. An ability to provide personal care for people with complex physical needs in a dignified manner as necessary;
10. Experience of involving disadvantaged people;
11. Respect for the principles of confidentiality;
12. Understanding and demonstration of a willingness to promote Equal Opportunities
13. A full drivers licence for which MCC will pay agreed mileage allowance
14. A current enhanced CRB check.

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106, CALDICOT, NP26 9AN

Or Via email to: employeeservices@monmouthshire.gov.uk

If you have any questions or if anything requires further clarification, please contact me, Sandra Dobbs, Manager on 01600 773010 or 01600 738103