

## **Vacancy Details – Senior Support worker**

|                         |  |
|-------------------------|--|
| <b>Role</b>             | Senior Support Worker                            |
| <b>Department</b>       | Support Services                                 |
| <b>Location</b>         | Jersey Channel Islands                           |
| <b>Hourly Rates</b>     | Dependent on qualifications & experience         |
| <b>Permanent rates-</b> | £18.07 - £20.33 (4 weeks holiday +bank holidays) |
| <b>Zero hour rates-</b> | £19.44 - £21.87 (Inclusive of 7.6% holiday pay)  |

### **Shift patterns:**

The rotas are given at least a month in advance. The rotas are a fixed 2 week-rolling rota, with one weekend on and one weekend off. Successful applicants need to be available to work on every other weekend as well as mornings, afternoons, and evenings. Sleep ins may be required for this role. Option to increase hours according to needs of charity.

### **General information and benefit:**

The shifts vary from client to client, and may start early morning, mid-morning, afternoon, late afternoon, or evening, it all depends on the individual / individuals that you are placed with. Evening work and sleep-ins may also be required, once again, depending on the individual / individuals that you are placed with. Not all individuals require evening or sleep-in duty, but this may be possible.

- We pay £73.25 per sleep-in, should this be required.
- We also offer a Health Care plan for all permanent staff and we have a Pension Plan for staff that have longer than 12 months service with us.
- Our Annual Holidays are 4 weeks + 9 Days Public Holidays (permanent staff).
- We cover mileage for travel costs (when an individual we support is in the vehicle), as well as payment for travel time between individuals.
- We would also offer support should you want to study further (if this is relevant to the role).
- We offer all mandatory training and there will be shadow shifts before you start to work on a one to one basis

### **Essential job requirements:**

- Fluent spoken and written English essential
- Experience in support work / transferable skills
- Minimum of 2 years' experience in support/care role and working towards or willing to work towards Level 3 RQF
- Knowledge of and/or training in Autistic Spectrum Conditions & challenging behaviour will be beneficial
- Driving License and own vehicle essential
- Ability to think outside the box
- Calm and patient demeanour
- Having a positive attitude and flexibility to work shift patterns essential.

### **Application details:**

- For more details, please email the HR department at [HR@autismjersey.org](mailto:HR@autismjersey.org) or call **871876**
- Autism Jersey is committed to safeguarding and promoting the welfare of children & adults at risk - therefore all successful applicants will be required to complete the relevant safeguarding checks.
- Previous applicants need not apply please.

### **Job Purpose**

To work as a member of the Autism Jersey team providing support for individuals & to assist in the planning, preparation, and delivery of services for clients with Autism Spectrum Conditions. The role requires the ability to work across all service projects on a flexible basis and to fulfil the relevant requirements and form part of the rota of cover.

### **Principle Accountabilities**

- To use a range of strategies and interventions to support an individual with autism to live a full and inclusive life.
- To lead a team of Service Support Workers and ensure the smooth running of the service.
- To work in partnership with the Services Manager and other team members to provide a consistent level of support on a 1:1 basis and be part of the wider team supporting this individual.
- To work with other Autism Jersey staff and other agencies to create individual programmes for that individual and to respond creatively to their needs.
- To help achieve aims and objectives with clear outcomes for the individual and to participate in the assessment and evaluation of the effectiveness of programmes and interventions.
- To contribute information for reports regarding the progress of the individual and to maintain accurate records.
- To actively contribute to team meetings and contribute to the development of the programmes.
- To attend reviews and case conferences when required and represent Autism Jersey in the context of the supporting role of the post.
- To encourage the individual to participate in the planning and implementation of their programmes including evaluation of progress.
- To plan and provide regular / ongoing supervisions/end of probation meetings/yearly appraisals to Support Workers within the team.
- To participate in the training of Support Workers and to identify additional staff training needs.
- To manage and monitor the staff to ensure that time sheets are accurately completed and countersigned.

### **General Duties**

- To deliver support as part of a team working on a rota basis to an individual with autism.
- To adhere to the relevant Autism Jersey guidelines, policies, and procedures.
- To attend team and organisation meetings as well as other meeting and case conference as required.
- To attend and contribute to supervision sessions, both individual and peer group and participate in the annual appraisal system.
- To attend training courses as required.
- To maintain accurate and up to date records of all work undertaken whilst adhering to issues of confidentiality and access to records.

### **Skills and Competencies**

*Self-assurance – confidence and self-motivation*

-Ability to work with minimum supervision

-Enthusiasm

-Ability to maintain appropriate care and control of vulnerable people

*Breadth - knowledge in the field of Autism*

-Willingness to broaden knowledge and skills

-Ability to understand the role within the wider team and community

*Client Focus – providing consistently high quality work*

- Take responsibility for own actions
- Be sympathetic to clients' needs and respond flexibly to a variety of situations

*Problem solving – take decisions within the boundaries of the role*

- Know where and how to access necessary information
- Propose realistic solutions to problems

*Organisation – think and plan ahead.*

- Assess accurately urgency of work and ability to prioritise
- Work to deadlines and complete tasks efficiently
- Manage own time effectively
- Use resources effectively to get best value for money

*Team member – willing to take on additional work and responsibility as required*

- Is sensitive and tolerant of others' needs and pressures
- Provides help, support and coaching when necessary
- Encourages and motivates others

*Diligence – takes a methodical approach to work and works within rules and procedures*

- Interprets instructions accurately and acts upon them appropriately
- Pays attention to detail and checks on own work. Works quickly and accurately
- Is dependable and can be relied on up to do what is required

*Flexibility – the ability to manage working hours to enable attendance at meetings and training that may be set outside that considered as 'normal working hours'*

### **Knowledge and Experience**

- Minimum of 2 years' experience in support/care role and working towards or willing to work towards Level 3 RQF
- In depth working knowledge and understanding of Autism Spectrum Conditions and disability issues in the context of working in Jersey. A background which demonstrates assessment and the ability to devise action plans to develop life and social skills.
- The ability to ensure that vulnerable people are safe in the working environment and have an in depth understanding of safeguarding policies and procedures.
- The ability to communicate with vulnerable people and supervise work sessions with a balance of care and control.
- The capacity to work under their own initiative and take responsibility for the effective organisation of work.
- To provide a reliable and consistent commitment to the aims and objectives of Autism Jersey.
- To have a good understanding of the need for confidentiality in relation to all aspects of Autism Jersey and partner agencies.
- To have an understanding and empathy with clients and the ability to listen and provide appropriate guidance.
- To work as a team member.
- To respond to problems in a calm and pragmatic way.
- To think 'outside the box' and be creative with ideas.

**Last updated May 2023**

