



SUPPORT WORKER

JOB DESCRIPTION – 37.5 Hours per week with holiday entitlement of 4 weeks and statutory Bank Holidays.

General Objectives of Post:

- To provide efficient and effective support to Next Steppers, including all their needs while attending the Next Step Trust (at the Centre and on external trips)
- To work in a team situation with other Trust staff and volunteers in meeting the individual special needs of the Next Steppers.

Supervision and Guidance

- Responsible to the Head of Centre of the Next Step Trust
- Must be able to use initiative in the pursuance of Trust policies, procedures and programmes.

Responsibility for Resources, Materials etc.

- Shared responsibility with all Trust staff for the correct provision, storage and maintenance of equipment and materials throughout the Centre (including food).

Confidentiality

- Must maintain confidential information regarding Next Steppers and parent /carer circumstances at all times.

Job Description

- Assist and supervise Next Steppers in their development of life skills
- Assist in the implementation of PCPs as directed
- If required, provide 'personal care' to the Next Steppers
- Assist in preparation, 'delivery' and clearing up of drinks and meals with/for the Next Steppers
- Respond appropriately and sensitively to the individual personal, social and physical needs of Next Steppers
- Liaise with personal assistants and parents/carers to monitor the conditions and use of Next Stepper's individual specialist equipment
- Be involved, during the Centre day, in visits and activities which are not Centre based, but which form an integral part of PCPs
- Contribute to the monitoring and enhancement of standards
- Follow basic hygiene routines for the well being of all Next Steppers and staff
- Liaise with the Centre Manager on issues affecting the role and duties of all staff and volunteers
- Attend and contribute to meetings and discussions as appropriate
- Assist in the production of development aids to be used in the Centre
- Take part in additional training as appropriate within working hours or by negotiation and agreement with the Head of Centre
- Carry out any other reasonable duties as requested by the Head of Centre from time to time.