



# WOULD YOU LIKE TO EMPOWER ADULTS WITH LEARNING DISABILITIES?

Please have a read through the following information along with the Job Description and Person Specification included below and think about whether joining our great team is right for you!!

# ABOUT US

Watford Mencap is a charity providing high quality social care services and support to people with learning disabilities and their families in South West Hertfordshire. We enable people with learning disabilities and their families to make the most of life, to enjoy having choice and control over their own lives, enabling them towards fulfilling their life’s ambitions. We are an independent charity affiliated to Royal Mencap and are self-funding.

We have worked hard to make our services both efficient and really focussed on the person. We have a strong business model that is sustainable and diverse. Our work has expanded and we are trying new things and ideas across the entire organisation, while keeping everything we do to meet the diverse needs of the people we support. We currently employ 120 staff, have over 120 volunteers and provide support and services to over 600 people with learning disabilities and their families.

This is an exciting time to be joining the organisation and you will play an important role, leading a team of support staff and volunteers, working collaboratively, with the people we support, their families and friends as well as other social and health care professionals, to find new and sustainable ways of working, to meet people’s personal needs and wishes.

The role of Learning and Leisure Support Worker is varied, rewarding and challenging, it offers you the opportunity to help create a great service that meets the needs of the people you and the team support, as our service develops and people’s needs change.

As an employer, we have accreditation to Investors in People and provide employees with access to a full range of professional and personal development opportunities. This includes induction and training programmes, recognised qualifications, regular supervision meetings and an annual appraisal, as well as coaching and mentoring.

We value our workers and offer a range of staff benefits as well as a competitive salary. In 2018 we were very proud to be awarded the most innovative care provider in Hertfordshire by the Hertfordshire Care Providers Association.

We offer excellent terms and conditions of employment. Full details of this are included in a separate document.

**OUR VALUES**

We are **INCLUSIVE.** People with learning disabilities are at the heart of everything we do.

We are **RESPECTFUL**. We work in a person centred way, whilst listening to the views of all.

We are **WELCOMING**. We are approachable and value all.

We are **PROGRESSIVE**. We promote learning to support everyone to achieve their potential.

We are **CHALLENGING**. Through our work we will push the boundaries for individuals, organisations and society.

# Job Description

# ABOUT THE ROLE

**Learning and Leisure Support Worker**



You will support the planning, co-ordination and delivery of meaningful social, leisure and educational activities, to adults with varying degrees of learning disabilities and support needs. There is a need to maintain a clear focus on learning and development whilst the people grow in confidence in a supportive environment. The focus of the role is about educating and empowering people so that they can become independent citizens, learn skills and the ultimate goal is for each person to become self-advocates or know how and where to get help.

Whilst working in a team with the manager and other colleagues, you will support the manager and

co-ordinator in the delivery of teaching sessions. The

successful candidate will have previous experience of work in speaking up and advocacy to deliver and expand an outcome based model which not only meets the objectives set but also builds and develops peoples skills around the subject of advocacy.

You will be based at our new centre on Langley Road, Watford and at the Wellspring Church in Watford. The job is very varied and will involve providing support to adults with learning disabilities, liaison with professionals, invoicing and client administration as well as delivery of direct support. This means a flexible ‘can do’ attitude, good IT skills, along with an eye for detail, emotional resilience and being able to juggle a broad and diverse workload are all really important in this role. In return you will find this an extremely rewarding role where you will be making a real difference to peoples’ lives on a daily basis.

This is a part-time job (21hours per week) which can involve lone-working at the centre. The working pattern is flexible however it has to fit in with business need and may involve evenings and weekends working. As a Support Worker you will receive support and leadership from the project Manager, and you will be able to share knowledge and learning with your colleagues in the team.

This project offers a wide range of services including:

* Courses - for example Think Safe; Hate crime awareness, Friendships
* Speaking up and Advocacy
* Social activities including club nights
* Specific interest Clubs,
* Mates Dates and Housemates
* Network for carers of people with Profound and Multiple Learning Disabilities.
* Gardening and Allotment Project

**Duties and Responsibilities:**

**Job Description**

**Learning and Leisure Support Worker**

No two days will be the same. You will enjoy lots of variety and support people in the following ways:

1. Plan and deliver a diverse range of learning and leisure activities for learning disabled adults with special educational needs in a personalised way to ensure that high quality standards are set and maintained which meet the care and support needs of the people.

2. Be a leader – in conjunction with the leadership team, support and mentor less experienced volunteers acting as a role model ensuring the reputation and quality of the service is maintained.

3. Empower people - work to increase the skills , independence and participation of people being supported by encouraging them to take risks, try new things and take more control over the service and their lives, through a program of support planning and risk assessment, that is highly reflective of the person. In compliance with the Mental Capacity Act, ensure where people need support to make their choices that support is given in the person’s best interest and to the highest standards.

4. Develop people – work with the service manager to develop the clients through mentoring and supervision by planning structured learning sessions with clear objectives and outcomes.

5. Provide a quality service – in conjunction with the leadership team, set the standards and be an example of the quality you need in the service and ensuring the service is welcoming to all.

6. Manage the resources for the service - working with the leadership team to ensure the resources are used efficiently, maintaining the building, keeping it clean and identifying and arranging repairs as well as providing meals and maintenance and purchase of session resources.



7. Live the Values – be Inclusive, Respectful, Welcoming, Progressive, and Challenge discrimination both in the service and when representing Watford Mencap and people with a learning disability.

8. Contribute to the team - attend and participate positively in team meetings, supervisions, appraisals and training as requested and required by your Manager.

9. Ensure compliance - with current legislative and regulatory frameworks including The Care Act, Children and Families Act, Health & Social Care Act, Health and Safety law, Fire Safety Legislation, Mental Capacity law and regulatory frameworks.

10. Work flexibly – In order to meet the needs of the people we support and to allow for a creative approach we need staff to work flexibly and this includes working days, evenings and weekends and occasionally be available to cover staff shortages. You will need to be able to travel within our catchment area of Watford, Three Rivers and Hertsmere and sometimes a bit further afield for meetings and training.

11. Maintain health & Safety with the service identifying risks during sessions and ensuring appropriate action is taken to mitigate risk. Follow safeguarding, Health and Safety and Fire Safety procedures while still maintaining a personalised support to each person.

12. Embrace diversity – actively promote and work within Watford Mencap’s equal opportunity and diversity policy at all times.

13. Be flexible - undertake such additional duties appropriate to the post and to support the organisation’s wider goals by working flexibly across the organisation from time to time as determined by your manager.

14. Report any significant/ notifiable events or concerns through line management channels, including when working out of hours if needed.

15. Be supportive – through team management, being a member of the service leadership team.

16. Develop and maintain positive working relationships with stakeholders, including clients and their families, Watford Mencap colleagues, grant funders, and other authorities.

17. Confidentiality - To preserve and respect the dignity and privacy of our members, their families and that of the volunteers by maintaining confidentiality at all times.

Any additional duties reasonably expected within this level and role.

**This job description may be reviewed annually to meet changing service requirements.**

**Person Specification:**

**Learning and Leisure Support Worker**

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|  | **Qualities Required** | **Essential/Desirable** |
| Education & qualification | Level 3 Award in Education and training or equivalent | Desirable  |
| Evidence of commitment to continuing self-development | Essential |
| Experience | Experience of supporting adults with learning disabilities | Desirable |
| Knowledge | Knowledge of the needs and rights of people with a learning disability and an understanding of the issues which people may face | Essential |
| Experience of working in a team | Essential |
| Experience of supporting children or young people | Essential |
| Skills | Able to work with the team sharing workload, but also willing to work alone  | Essential |
| Strong communication skills | Essential |
| Problem solver | Desirable |
| Excellent IT skills | Essential |
| Able to work using own initiative, plan and prioritise workload, and contribute own ideas to support service planning and delivery  | Essential |
| Support people in a creative way that respects choice, dignity, and privacy | Essential |
| Form and maintain effective working relationships with volunteers, individuals, their families, colleagues and partner organisations | Essential |
| General | Able to demonstrate genuine commitment to the values and goals of Watford Mencap | Essential |
| Car driver, with ability to travel to various work locations | Essential |

**Our Values**

To be successful in this role we expect you to share and live our values:

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| **Value** | **Behaviour** |
| **Inclusive** | You involve the people you support to live the life they choose by listening to them and planning with them and advocating for them. |
| You work with the families and a range of professionals, managing priorities and always staying focused on the person you are supporting. |
| You are able to communicate effectively with people with a learning disability, adapting your approach to the needs of the person at the time. |
| **Respectful** | You demonstrate through your actions respect, dignity, diversity, and privacy for people you support. |
| You develop and maintain effective working relationships with people you support, their families, colleagues and partner organisations. |
| You work flexibly and can adapt to changes in workload as necessary. |
| You support the manager, the team and people you support in a cohesive way. |
| **Welcoming** | You can communicate with a range of people with differing abilities. |
| Develop and maintain a welcoming atmosphere for the people you support and their families. |
| Work with other health and social care professionals to meet the needs of the people you support. |
| **Progressive** | Keep your social care knowledge and skills up to date. |
| Able to record information, access and manipulate data stored in IT systems and share information easily and appropriately. |
| Be innovative with ideas and passionate about developing the service.  |
| Be able to think creatively to develop more effective systems as the needs of the service changes |
| **Challenging** | Professionally challenge prejudices that cause barriers for people living with learning disabilities. |
| Using all available information to ensure that the support packages commissioned meet the needs of the people you support whilst maintaining effective working partnerships. |