

MERTON MENCAP

Bank Support Worker Job Description

Title:	Bank Support Worker
Responsible to:	Relevant Project Team Leader
Hours:	Various within the project(s), as agreed
Salary:	Various within the project(s), as agreed
Place of Work:	Various all based in Merton

Job Purpose

To assist in the provision of Merton Mencap's services, by providing support on clubs, projects or activities for children, young people and adults with a learning disability

Responsibilities/activities/duties

- To work within Merton Mencap's standards, policies and procedures and code of conduct, in particular policies and procedures which relate to safeguarding children and vulnerable adults, health and safety practice and equal opportunities
- To be familiar with and act in accordance with the procedures for health and safety regulations at any premises where project activities take place, particularly fire evacuation procedures
- To assist and support service users in a selection of varied activities, in accordance with their personal profile, risk assessment and individual care/development plan
- To be willing to undertake training in medical needs, moving and handling, personal care and challenging behaviour and, if required, to carry out duties in those areas in the context of Merton Mencap's policies and procedures
- To work well in a team, particularly when taking service users out into the community to access mainstream activities
- To assist in the setting up and clearing away of equipment/ materials during activities
- To assist with the proper completion of any relevant paperwork connected with the project, in particular, registers, de-brief and session evaluation forms, incident forms and any service users development plans
- To assist the team leader and deputy team leader to ensure activities are evaluated
- To be willing to undertake necessary training to keep up to date with current issues and good practice relating to working with people with a learning disability, in particular training associated with safeguarding and health and safety

- To be willing to work outside normal hours and to be occasionally contacted out of hours, as necessary
 - To take part in any project meetings to plan or review services, as necessary
 - To undertake any other duties consistent with the post
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