

MERTON MENCAP

Support Worker – Holiday Playscheme Job Description

Title:	Support Worker – Holiday Playscheme
Responsible to:	The team leader or deputy team leader, in the first instance, and the Projects Manager (young people)
Hours:	Various days during the holidays, normally 7hrs per day, plus escorting Additional hours required for training, supervision, meetings and visiting, by agreement
Salary:	£9.50 per hour on the project and escorting £7 per hour for additional hours, as stated above
Place of Work:	Various, in the community

Job Purpose

To assist with the safe delivery of community activities for children 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 work with the team leader and relevant Projects Manager to assess the needs of service users and to provide support in accordance with their personal profile, risk assessment and any individual care/development plans
- To work with the team leader and relevant Projects Manager and assist with the delivery of various community activities, in accordance with our risk assessments
- 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 work well in a team, particularly when taking service users out into the community to access mainstream activities
- To assist the team leader to supervise service users' arrival and departure, as arranged, and to act as escort on transport, if required
- To assist in ensuring that any service users' personal care needs are managed appropriately, in line with service users' risk assessment and Merton Mencap's policies and procedures

- To assist the team leader and deputy team leader to ensure activities are evaluated
 - 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 be willing and to make reasonable efforts to be available 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 undertake other training, such as 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 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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