

PERSON SPECIFICATION – DAY OPPORTUNITIES WORKER ADDITIONAL RESPONSIBILITIES

REPORTING TO: Senior Day Opportunities Workers and Centre Manager

DUTIES:

- Shift-leading one day a week and on occasions when no senior is available. This means:
 - having the senior phone
 - making executive decisions about changes on the day
 - sending the daily update to head office
 - ensuring any other reports needed such as incident reports are completed by staff in time.
- Answering the senior phone or making a call when needed, as directed by a senior.
- Supporting the senior team by performing other additional duties as and when requested.

Essential Criteria:

1. Previous experience of working as a support worker or similar at a college, day service, community outreach or residential setting.
2. An ability to key-work, escort and support clients as needed by the service, including through group work.
3. An understanding of supporting clients with autism, learning disabilities and complex needs. A recognition of the rights and responsibilities of people with disabilities and a commitment to SSC's Equal Opportunities Policy & Social Care Commitment.
4. An ability to learn how the Senior Management Team functions so that you can assist where needed, including grasping how Find My Shift is used.
5. An ability to shift-lead in the absence of a Designated Senior in Charge and make executive decisions for the group when required.
6. Excellent communication skills (written & oral) and an ability to communicate professionally with a wide range of professionals, people needing support and family members. An ability to answer the Senior on Call phone during a shift if needed.
7. An ability to complete tasks in a timely fashion.
8. A willingness to undertake training and CPD as and when required by Solutions.



9. Good computer literacy and a sound understanding of various office packages e.g. Word, Power-point and Excel; an ability to carry out admin tasks if required.
10. An ability to liaise with parents and professionals and attend meetings as and when required.
11. An ability to complete update risk assessments, lesson plans, schemes of work and one page profiles in line with the industries National Skills Alliance, Social Care Commitment and Continuing Professional Development (CPD).
12. Punctuality, reliability and an ability to carry out tasks to a high level of professionalism.
13. An ability to work well under pressure and use own initiative.
14. An ability to multi-task.
15. An ability to ensure that admin tasks such as Daily Records and Goals and Outcomes are completed by day opportunities staff and passed onto the correct people.
16. To use SLACK to communicate to workers and Head Office in real time.
17. An ability to support Solutions Social Care to implement person-centred practices, including one page profiles for staff and the people we support.
18. An ability to be on hand for home visits and show prospective clients and professionals around the day service.
19. An ability to support Solutions with accreditations and quality assurance practice.
20. A commitment to having your Solutions Social Care lanyard and identification card visible at all times when working.
21. A commitment to helping with induction training for new staff.
22. A willingness to work across the two different services (Islington, Acton) as and when required e.g. due to annual leave, staff absence and the needs of the service.
23. An ability to be organized and ensure that resources are stored safely and in good working order.
24. A recognition of the importance of good health and safety practices and an ability to develop standards and supervise others in this area.
25. An understanding of the importance of administrative tasks e.g. daily logs, incident forms, activity checklists, and an ability to complete them and send them to Solutions Head office



on request.

25. An ability to work as part of a team, but also to lead individual Day Opportunities Workers and bring to the attention of Solutions Social Care any skills emerging, achievements or any concerns.
26. A commitment to person-centered planning and an ability to work with people needing support, catering to their individual needs.
27. A willingness to develop own skills and knowledge through further developmental training, completion of NVQ award if applicable, and training within the service.
28. A willingness to attend supervision and staff meetings as and when requested.
29. A willingness to work with individuals who are prone to display behaviours that challenge and who can lash out without visible warning, and an understanding that this may result in being hit, bitten or spat at. An acceptance that Solutions will not be held accountable for any assault or injury sustained in this way.
30. Attending regular PBS meetings and reviews.

DESIRABLE CRITERIA:

PERSON SPECIFICATION – SENIOR DAY OPPORTUNITIES (WELLNESS)

Essential	Desirable
Experience of supporting adults / children with autism, complex health needs and mental health issues, behaviours that challenge, learning disabilities and severe learning disabilities	At least two years' experience, able to demonstrate examples at registration meeting stage.
A commitment to ensuring continuous development of the service in line with the National Minimum Care Standards, CQC, Skills for Care Social Commitment, DoH Valuing People and other relevant accredited affiliations.	Demonstrated at registration meeting.
Strong knowledge and experience of the social care sector.	A relevant teaching qualification e.g. City & Guilds 7307, Post – Compulsory Teaching Certificate (PCET) post 16, Certificate of Education (Cert Ed) Degree in Education, in special needs or autism. If none of the above, then two years' previous experience and a



	relevant degree e.g. psychology, social work, social science, sports science, music therapy, art therapy, physiotherapy.
A recognition of the rights and responsibilities of people with learning disabilities and a commitment to the SSC's Equal Opportunities Policy and Statement of values. Able to supervise and manage a small cluster of support staff, responsibility for key working, goals and outcomes.	To have looked at Solutions Temporary Worker Handbook and online policies. To have looked at Solutions' Temporary Care Workers Handbook and policies. To read the Skills for Care Social Care Commitment and The Care Act.
Understanding of Solutions' pledge to Social Care Commitment, Continuing Professional Development, BILD Restrictive Intervention and Autism Accreditation	To have looked at Social Care Commitment info and also the CPD accreditation and Autism Accreditation criteria.
A recognition of the importance of good health and safety practices, and an ability to develop standards and supervise others in this area.	
The ability to communicate effectively (both verbally and written form) with a wide range of significant others in a friendly and professional manner	Previous experience.
An understanding of the importance and an ability to carry out relevant administration tasks	IT literate especially in the use of Microsoft Word.
An ability to work as part of a team, having a flexible approach, some weekend work, including one Saturday in four shifts.	Previous experience.
A commitment to person centered planning and an ability to support service users with their individual needs, support plans.	
A willingness to develop own skills and knowledge through further training, completion of CPD training within the service. Also take a role in induction training of new cohorts.	Excellent attitude towards personal development and training, and an ability to reflect on and identify strengths, weaknesses and areas for development.

