

## **People in Action (Yorkshire)**

### **Job description and person specification**

#### **PFL Group Support Worker – GUISELEY**

**Duration:** Fixed term contract until December 2020 (subject to review)

**Day:** Saturday (10am – 2pm)

**Salary Rate:** £9 per hour

**Hours:** 4 hours per week (40 weeks per year)

**\*\* PLEASE NOTE THIS IS **NOT** A TERM TIME ONLY POSITION\*\***

**Location:** Green Meadows School, Bradford Rd, Guiseley, Leeds LS20 8PP

**Holidays:** 5 sessions per year

**Responsible to:** Danielle Martin, Project Manager

### **About People in Action (Yorkshire)**

People in Action (Yorkshire) is a thriving Leeds based charity, established in 1983 to benefit people with learning disabilities, difficulties and similar conditions. The charity makes a real difference to the lives of the most vulnerable and socially isolated; inspiring and empowering people to recognise their potential, fulfil their aspirations and lead safer healthier, better connected lives.

The charity provides a range of innovative, inclusive, person centred services which reflect the needs of the people it supports. The activities are wide ranging and include the provision of opportunities for leisure, learning, employment, health, wellbeing and the development of life skills. The range of activities runs from practical courses in employability to social groups that meet in the community to enjoy leisure time together. Through individual care packages the

charity also provides practical one to one support tailored to the needs to the individual.

### **Purpose of the post.**

To assist in the delivery of the TEAM youth sessions, providing inclusive youth-led activities to young people with learning disabilities, including autism and Asperger's, aged 13 – 18 years old. You will be responsible for contributing to the development of activities which meet the outcomes of the project whilst supporting and ensuring the safety and wellbeing of the young people during the session.

### **Key duties and Responsibilities**

- To support and encourage the young people in the group to participate in the activities.
- To facilitate and carry out support in accordance with each child's risk assessment and individual profiles.
- Encourage and engage our members to meet their needs and aspirations
- To continuously monitor and collect feedback from the young people using creative and inclusive methods.
- To listen and act on any compliments and complaints from stakeholders by taking responsibility for informing the group lead and/or the project coordinator.
- To be responsible for reporting any safeguarding concerns to the relevant parties.
- To ensure the social, emotional, communication and physical needs of each young person is met in a manner that is sensitive to the religious, cultural, linguistic and ethnic origins of the individual.
- To use skills to communicate effectively with all members, and ensure an inclusive approach to each young person's individual communication skills.
- Support the group lead in delivering activities and contribute towards ideas

- To ensure clear communication with members and positive relationships with parents and carers. This includes utilizing the young person's communication book.
- To work as a team to ensure the safety and wellbeing of young people at all times.
- To attend all relevant training required for this role.
- To attend quarterly supervisions held by the Project Coordinator.
- To contribute to the promotion and marketing of the project.
- Ensure all relevant procedures are fully adhered to including Safeguarding, Health and Safety, Confidentiality and Data Protection.
- To be flexible in the role that may require sessions to be delivered other than Saturdays including school holidays or full days if a trip is organised.
- Any other reasonable duties as required

### **Person Specification**

We are looking for a creative and enthusiastic person who has experience of working with children and young people with a learning disability, Autism and complex needs

#### **All the below are ESSENTIAL criteria for the role;**

- Minimum of 6 months experience of working with children and young people
- Experience of working with people with learning disabilities, Autism and complex needs.
- Experience of managing challenging behaviour and adopting positive behavior strategies with children and young people.
- Confident in preventing and managing incidents, following support plans and
- Experience of providing activities for young people, which are safe, fun and age appropriate.
- Ability to use a variety of communication tools and inclusive methods when working with young people
- Ability to engage and build rapport with young people
- A proactive individual who works well within a team
- Knowledge and commitment to a young person centered approach
- A positive, creative approach towards working with young people
- An understanding of safeguarding

- An understanding of equal opportunities and commitment to inclusion.
- An understanding of health and safety and risk assessment
- Ability to communicate professionally with parents/carers and colleagues
- An enthusiastic and flexible approach to the post
- Able to work flexibly at weekends, school holidays and other sessions

**This Job Description is not exhaustive. It will be subject to periodic review and may be amended following discussion between the post-holder and employer.**

