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| **Nutley Edge Activity Break Support Worker** |
| **Department:** Nutley Edge Activity Breaks | **Reports to:** Deputy Manager / Team Manager |
| **Direct Reports:** None |
| **Main purpose of the Job*** To engage, enable and empower our guests to get the most out of their holiday and engage with other guests
* To support each guest to engage with activities, attend day trips and support people to socialise with others

**Responsibilities / Overview of Role*** Provide high quality care and support services to each guest
* Provide support to guests in line with each individual’s support plan and associated risk assessment
* Advise managers of any concerns related to guests care and report any incidents or safe guarding concerns
* Work in Nutley Edge or any future holiday venue

**Putting the People we Support First*** Uphold the rights of guests to be involved at all levels of decision making
* Respect the wishes of guests at all times

**Financial and general responsibility*** Follow procedures and policies at all times when purchasing goods to include petty cash
* Consider value for money when carrying out all work activities
* Support guests to manage their spending money appropriately where required
* Raise any concerns about the safety of guests finances to a line manager
* Provide hours of care and support to individual or groups of the people we support as requested by line manager
* Report to manager where care or support has not been provided for any reason
* Support guests participate in recruitment selection as requested
* Take personal responsibility for ensuring you have the knowledge and skills to carry out any tasks requested
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| **Service Delivery*** Ensure the delivery of quality breaks which may include lone working
* Follow all policies and procedures when carrying out care and support tasks
* Carry out personal care in a safe and appropriate way by following guidelines, policies and procedures
* Follow support forms and risk assessment guidance at all times
* Provide information about changing needs of guests
* Record all information as directed
* Ensure that all day to day records are completed and inform manager where you are unable to document actions taken or require a more senior member of staff to amend a risk assessment
* Provide both direct and in-direct support to the guests across a team, areas as required
* Work hours will/may include evenings, weekends and bank holiday working
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| **Additional Responsibilities*** Provide information, support and buddying to new support workers volunteers and apprentices as appropriate
* Work in a co-operative way at all times with other departments, families and external agencies
* Act as an ambassador for Outward at all times
* Treat the people we support with dignity and respect at all times putting their needs at the forefront of all decision making
* Follow the code of conduct at all times
* Read and follow policies and procedures
* Take personal responsibility for the safety of self and others at all times
* Have responsible for informing line manager where there is a health and safety concern
* Take all possible measures to keep the people we support safe, respond appropriately to risk and report on safeguarding, accidents and incidents as per policy and procedures
* Work responsibly and appropriately with due regard to confidentiality and commercially sensitive information
* Comply with all legal and regulatory responsibilities as may fall to be applicable
* Appropriately record day to day intervention and observations of the people we support care and support activities
* Take all reasonable measures to follow all health and safety policies and procedures and appropriate legislation as applicable to the role

This job description is not an exhaustive list. You are expected to undertake any other duties as may be reasonably requested of you by your line manager. |

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| **Our values** |
| **Engaging***We listen to what people say, we involve people, we are honest and open* | We act responsiblyWe appreciate and respect individuals We are welcoming and inclusive  |
| **Enabling***We facilitate, we assist and we support to make things happen* | We are committed, passionate and hard working We support to people make informed choicesWe build upon excellence |
| **Empowering***We inspire and we encourage, supporting people to take control* | We are flexible and creativeWe learn, question, challenge and reflect |
| **Safeguarding statement** |
| Outward is committed to safeguarding and promoting the welfare of adults at risk and expects all staff to share this commitment. If the post you apply for involves working with or having access to adults at risk and/or their records, we will require an Enhanced Disclosure from the Disclosure and Barring Services for successful candidates. This will be fully subsidised by Outward. |