**Job Title: Day Opportunities Support Worker**

**Contract: Various contracts available**

**Reports to:**  Workshop Coordinator

**Purpose:** To provide support with creative activities within day opportunities workshops for adults with learning disabilities and autism, e.g., arts and crafts; textiles, pottery; drama; Newsletter /IT and literacy skills.

***Key Responsibilities****:*

* To work alongside the team to perform duties with other staff members and volunteers to ensure all aspects of work are carried out to a high standard. This may include arts and crafts, pottery, textiles; performing arts, drama; teaching IT and literacy skills; food preparation, customer service and cleaning duties.
* To provide training and support for service users relevant to the workshop’s activities.
* To ensure a safe, secure and healthy working environment for service users with special needs and staff, in accordance with CMKC policies and procedures.
* To ensure a high standard of safe working methods are maintained in the workshops by ensuring the workspace and storage area remain clean and tidy.
* To prompt or assist service users with personal or medical care needs according to their risk assessment and support plan.
* To plan and prepare projects with the workshop coordinator for each individual according to their abilities; to set goals and measure and record outcomes.
* To support the creation of a variety of products from a range of materials ready to be sold and/or displayed.
* To ensure that all machinery, tools, equipment and resources are maintained regularly and safely comply with COSHH and to report any repairs required.
* To take care of stock and ensure effective storage to prolong the life of resources.
* To contribute to reviews and achievement records for and with residents within the workshop.
* To ensure that all incidents, accidents and concerns are recorded and reported in accordance with CMKC’s policies and procedures.
* On occasions support service users in other settings outside of Camphill in similar types of activity.
* To support Camphill Community projects focusing on celebrations and inclusion of service users and staff.
* To undertake any other ad hoc projects as required by CMKC.

***Staff Training & Personal Development***

* Participate in supervision and staff appraisal.
* Attend staff meetings when required.
* Participate in ongoing in-house and external professional and personal development activities.

***General:***

* Build a professional working relationship with residents, colleagues and relevant professionals.
* Represent CMKC in a positive and professional manner.
* Adhere to confidentiality procedure.
* Comply with CMKC and Code of Conduct for Adult Social Care Workers in England
* Comply with CMKC policies and procedures.
* To work in accordance with CMKC mission and vision statements and statement of values.

The above list of duties is indicative only and not exhaustive. You are expected to carry out all such duties as are reasonably commensurate with the role.

**Personal Specification: Day Services Support Worker (Craft Workshop)**

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|  | **Essential:** | **Desirable:** |
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| **Education, Knowledge and Experience**  |

 | * Relevant training or practical experience in any of the following activities: arts and crafts, pottery, textiles; performing arts, drama; IT, graphic design.
* Understanding of the principles of Person-centred support.
* Understanding of the principles of equality, diversity and anti-discriminatory practice
* Working knowledge of basic hygiene standards
 | * Care Certificate or Level 2 in Care qualification or equivalent qualification
* Previous experience of working in social care with people with learning disabilities or other needs
* Experience of identifying learning and support needs of the group and recording progress/outcomes
* Working knowledge of risk assessment, health & safety and safeguarding principles.
* Knowledge of moving and handling principles.
* Understanding of managing people whose behaviour may challenge
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| **Abilities and Skills**  |

 | * Ability to proactively engage with adults with learning disabilities
* Ability to contribute to designing projects for individuals with physical and learning disabilities
* Ability to share creative or IT/literacy knowledge and skills
* Good written and verbal communication skills in English
* Good IT skills, such as Microsoft Office programmes.
* Ability to care for residents ensuring privacy, dignity and respect
* Ability to maintain professional boundaries at all times
* Ability to organise and prioritise workload to meet deadlines
* Good record keeping skills
* Ability to work on own initiative and in a team
* Ability to communicate effectively with people at all levels
* Able to follow policy and procedures
 | * Ability to support less experienced staff members
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| **Personal Characteristics**  |

 | * Ability to carry out the everyday duties of the role
* Ability to be flexible
* Empathy, caring and supportive attitude
* Capacity to engage with the values and principles of Camphill MK
* Commitment to a person centred approach which is focused on the needs of the people we support
* Commitment to ongoing personal development and training associated with the role
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| **Service Specific Criteria**  |

 | * Eligible to work in the UK
* A satisfactory Enhanced DBS check
 | * Valid driving licence (no more than 3 points)
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