

Job Description

Title	Keyworker
Reporting to	Service Manager

Overview:

FiND is a charity, local to the East Riding of Yorkshire and Hull, providing support for people with autism and with severe learning disabilities.

Role Summary:

As a Keyworker you will be expected to meet the care and support needs of the people who access our services. This will be conducted in a way that respects the dignity of the individual, promotes independence and provides choice. All of the care and support provided will be conducted in line with FiND's Core Values and person centred approaches.

You will be expected to provide exceptional standards of support and care across the FiND services. You will assist the people who access FiND's services with their general health, personal care medications and to undertake daily activities and experiences in line with their bespoke personalised support plans (MyPlans).

Principle Accountabilities:

1. To provide the highest standard of person centred support to the people who access FiND services with severe learning disabilities and or autism; supporting these individuals in achieving positive and meaningful outcomes in accordance with their support plans (MyPlans), using person centred approaches.
2. To work as part of the staff team, under the supervision of senior staff members in order to implement individual plans as well as maintaining a caring and stimulating environment at all times.
3. Contribute to support, care and well-being of the people attending FiND services. Supporting and empowering the people who come to FiND to be as independent as possible and have control over their lives. Keyworkers may also be required to accompany people/families to appointments.
4. To be understanding, respectful and maintain good communication with each individual, ensuring that each person's dignity and privacy is respected and upheld.
5. To be aware of the personal needs and requirements of the people accessing FiND services. Communicating successfully, not just with the individual but also

their families, friends and other health and social care professionals.

6. To work within FiND's policies and procedures, guidelines and risk assessments. Including those relating to Health & Safety, GDPR/Data Protection, Equal Opportunities and the Safeguarding of Vulnerable people and other aspects of the role as relevant.
7. Ensure that all support is in line with expected standards and all contractual and legislative requirements.
8. To maintain accurate, concise and timely records as directed by FiND, submitting these to deadlines. Observing and promptly reporting any changes or concerns to an individual's circumstances or conditions to a member of the leadership team.
9. Deliver support in a manner that is sensitive and respectful to the person's culture, disability, race, age, sexuality, marital or civil partnership status, transgender status or religion/belief.
10. To proactively participate in regular supervisions/appraisals, identifying self-developmental areas (Inc. Training) and developing practice through constructive feedback.
11. To ensure compliance with all Health & Safety procedures/requirements, including fire evacuation in the event of an emergency.
12. To proactively participate (and successfully complete to the required standards) in all training / staff development as identified by FiND. Including participation in achieving quality assurance.
13. To produce and or participate in the production of detailed, high quality reports. Including representing FiND at meetings for the people who access FiND services.
14. To provide support to individuals in key tasks including undertaking recreational, social and independent living skills in line with person centred care plans.
15. To work with colleagues to ensure the smooth delivery of tailored activities for each individual, ensuring the activities experienced by the individual are interesting, enjoyable, rewarding and beneficial.
16. Support individuals attending our services to overcome any fears, to enjoy the facilities provided and to retain their own independence as far as possible.
17. Ensure the comprehensive monitoring of progress individuals have made against their agreed programme of activity.
18. Maintain effective/consistent reporting systems that supports the individuals through liaison with their carers/parents and any identified agencies.
19. Undertake all duties as requested by members of the leadership team to meet the needs of individuals.
20. Promote anti-discriminatory practice.
21. Protect confidentiality of the people who access FiND and have a good

understanding of Data Protection/GDPR legislation.
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General Information

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibilities.

The Health and Safety at Work Act 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibilities to take reasonable care for Health and Safety and Welfare of her/himself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature. Confidentiality must be maintained at all times.

FiND is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all employees and volunteers to share this commitment.

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Essential Criteria

Experience of supporting individuals with learning disabilities and or autism.

Good understanding of the Health & Social Care sector and role requirements, with ability to deliver domestic and person care skills.

To have a good standard of education (in particular, in both literacy & numeracy) and good recording skills.

To have effective interpersonal and communication skills.

To have access and use of a vehicle for work purposes (if this is a specified requirement).

Ability to actively listen, understand information and respond appropriately.

Ability to work using own initiative and judgement and also contribute to effective team working.

Have a good basic knowledge of computer systems and software (For example, MS Word, excel and PowerPoint).

Willingness to undertake training required for the role.

Excellent awareness of confidentiality requirements, including data protection/GDPR legislation.

To understand and meets the needs of students, responding accordingly.

Promote non-judgemental practices and display empathy and understanding.

Punctual and reliable acting with integrity and honesty.

To dress in an appropriate manner for the position.

To have an appropriate level of fitness for the role.

Innovative, confident and able to evaluate and reflect on own work and practices.

Desirable Criteria
NVQ Level 2 or above in health & social care.
MIDAS or minibus driver accreditation / experience
First Aid Certificate
Epilepsy Awareness
An awareness or relevant legislation related to the care sector.
An awareness of person centred care approaches.
An awareness/understanding of additional communication skills (Such as MAKATON, PEC's, Sign Language).
To be able to work occasional weekends for training purposes.