## JOB DESCRIPTION

**POST TITLE:** **Part Time Independent Living Programme (ILP) Support Worker**

**Salary:** £12.34 per hour

**Hours:** 3 hrs per week each Tuesday evening, and one Saturday (5hrs) per month (Averages as 20 x hours per month). Hours of work which will mainly be a Tuesday evening (5-8pm) and a monthly Saturday activity/outing, however other days and weekends will be required. During July and August the Tues/Sat activities are replaced with a 1 week day time summer scheme. There will also be overnight residentials (max of 2) as part of the programme which will usually take place over the weekend.

**Annual Leave:** 20 days plus 12 statutory holidays Pro rata for period of fixed term and for part time hours. Set holidays will apply according to programme closures.

**Sick pay:** Enhanced sick pay scheme following probationary period (6 months)

**Training:** As required by the job and best practice.

**Contract:** Fixed term Part-time until 31st March 2026 (continuation subject to annual funding contract renewal)

**Location** YMCA Lurgan

**Responsible to:** Independent Living Coordinator

**Duties and Responsibilities:**

As a support worker, you will be responsible to the Senior ILP Coordinator. You will be expected to promote participation, partnership and independence amongst the participants on the programme using a youth work approach. Facilitating all aspects of practical support and/or personal care for those participants as identified by the Senior Coordinator. This post would only suit an individual who is highly motivated and caring.

Applicants must be able to demonstrate the ability to undertake all of the duties and responsibilities as defined in this job description.

**JOB PURPOSE:**

The role of the Support Worker is to provide the necessary practical support and/or personal care to the young people on the programme who have physical and/or learning disabilities including autism. The duties will reflect the assessed needs of the young people to enable them to participate in all programme activities - both in the centre as well as during external community activities, to maintain as much independence as possible, as such, flexibility will be a vital part of the post holder’s job.

**Key responsibilities**

Under the supervision of the Senior Coordinator, the person appointed will be responsible for the successful delivery of the following duties:

1. Along with other team members, assist in the planning and delivery of the programme.
2. To provide personal care where appropriate, which involves assistance with toileting during activities, and possible bathing/washing, dressing and undressing when on overnight residential.
3. To complete written reports on any personal care tasks carried out.
4. To ensure that all participants have a choice in selecting activities as part of programme planning, that they feel listened to, respected and that they are safeguarded when participating in the programme.
5. Assist young people to express and realise their goals, learning to be more independent, providing information and support to young people as appropriate
6. To treat all participants with respect and courtesy and regard all matters relating to the participants and their circumstances as strictly confidential.
7. Support young people in evaluating their participation in the programme and the impact of their participation, on their development and meeting their goals
8. Communicate effectively and develop a rapport with young people, parents/carers and social workers as required.
9. Implement YMCA Lurgans Child Safeguarding Policies and work with young people to safeguard their welfare and the welfare of others.

**Other duties**

1. Meet or be in contact regularly with the line manager to discuss the progress of the work.
2. To ensure all duties and responsibilities are carried out in a manner consistent with YMCA policies and procedures and in a way, which will enhance the organisation’s reputation
3. To work flexibly to meet the needs of the programme participants
4. To carry out such duties as may be assigned by the Line Manager, within the level of the post.

## YMCA Lurgan

**ILP Support Worker Personnel Specification**

**PERSONNEL SPECIFICATION**

 **Eligibility Criteria**

| **Criteria** | **E or D \*** | **S or I \*\*** |
| --- | --- | --- |
| **Experience/Qualifications/Knowledge** |
| Experience in working with young people with disabilities in a health and social care environment or community and voluntary youth organisation.  | **E** | **S&I** |
| Level 2 qualification in Health and Social Care or Youth Work  | **D** | **S & I** |
| Experience and knowledge of the issues affecting young people with a disability and their carers | **D** | **S & I** |
| **Skills and Abilities**  |
| Ability to work effectively as part of a team member. Have good communication skills | **E** | **S&I** |
| Have the ability to undertake a range of personal and practical care tasks if required and in accordance with the established support plan. | **E** | **S&I** |
| Any other skills, interests, expertise and qualifications that may be used in a youth work setting (music, art, crafts, sports, outdoor activities, health awareness) | **D** | **S&I** |
| **Requirements: Personal Qualities/Circumstances** |  |  |
| Be self-motivated, reliable and committed | **E** | **S&I** |
| Ability to work flexible, unsociable hours including evenings, weekends.  | **E** | **S&I** |
| Committed to promoting equality of opportunity, particularly sensitive to the needs of young people with disabilities and their carers/relatives. | **E** | **I** |
| The successful candidate will be required to undergo an enhanced check via the Access (NI) Service before commencement of employment. | **E** | **I** |
| **\*E =** essential criteria **D =** desirable criteria**\*\*S** = shortlisting criteria **I** = interview criteria |

**DISCLOSURE OF CRIMINAL BACKGROUND**

This post involves \*‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, therefore YMCA will be required to undertake an Enhanced Disclosure of Criminal Background.

*\*Regulated Activity is work (whether in a paid or voluntary capacity) which involves contact with children or vulnerable adults and is: of a specified nature; in a specified role; in a specified place and meets the frequency (once a month or more) and intensiveness (3 days or more in a single 30 day period) test.*

Further details in relation to legislative requirements can be accessed on

<https://www.justice-ni.gov.uk/articles/about-accessni>.