



## HEADWAY GLOUCESTERSHIRE

Headway House  
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Registered Charity No: 299805

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Website: [www.headwaygloucestershire.org.uk](http://www.headwaygloucestershire.org.uk)

### Support Worker

**Salary £17,192.89 (Pro-rata)**

**33.5 hours (9.00am – 3.30pm Monday, Tuesday, Thursday, Friday and 9.00am – 4.30pm Wednesday)**

#### Main Objectives

To deliver professional, impartial, enabling and outcome focused support to survivors of acquired brain injury who attend Headway Gloucestershire's Enablement Service. To provide support for clients with complex needs to support their recovery, wellbeing, independence and autonomy.

#### Key Responsibilities

##### Support Work

- Work under the direction of the Day Co-ordinator and in collaboration with the Enablement staff and volunteer team to deliver tailored support, to safeguard and promote the wellbeing of clients accessing the service.
- To provide personal care to support the physical well being of clients including mobility, toileting and feeding.
- To contribute to the development and monitoring of enablement activities and programmes.
- To support and lead enablement activities and programmes both on a one to one basis and in small groups
- To have regard at all times to needs and risk assessment, health and safety requirements and to employ a client centred approach.
- To assist in the supervision of activities that take place away from Headway House.
- To contribute to the development and monitoring of individual goal plans for clients.
- To work within Headway Gloucestershire's core care standards.

##### General

- To assist in keeping Headway House in a suitable state of order.
- To adhere to Headway Gloucestershire's policies and practices.

##### Diversity

- To adhere to Headway Gloucestershire's equality and diversity framework.

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description does not form part of the contract of employment.

## PERSON SPECIFICATION

What is Headway Gloucestershire looking for?	How will we check if you have it?
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		Application Form	Interview
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<b>Knowledge and Experience</b>			
1.	Knowledge about the causes of acquired brain injury and the issues that survivors face	✓	✓
2.	Knowledge and experience about caring for others	✓	✓
3.	Experience of working with vulnerable people with complex/multiple needs	✓	✓
4.	Knowledge and experience about working within a safeguarding framework	✓	✓
<b>Competencies</b>			
	<b>Person Centred Approach:-</b> <ul style="list-style-type: none"> <li>• Demonstrates a commitment to participation and involvement of service users.</li> <li>• Works within established professional boundaries and responds to individual needs.</li> <li>• Actively ensures adults and children are safeguarded from harm.</li> <li>• Manages confidential information appropriately and shows regard for sensitive, personal information.</li> <li>• Considers health and safety needs for every activity, following policies and procedures accurately.</li> </ul>	✓	✓
	<b>Personal Development and Effectiveness:-</b> <ul style="list-style-type: none"> <li>• Is punctual in work.</li> <li>• Maintains accurate client records and produces additional information as required.</li> <li>• Demonstrates commitment to working towards shared goals.</li> <li>• Monitors, manages and undertakes multiple tasks</li> </ul>	✓	✓
	<b>Specialist Knowledge and Application:-</b> <ul style="list-style-type: none"> <li>• Demonstrates procedures, policies and requirements are applied appropriately.</li> <li>• Demonstrates thorough job related knowledge and expertise and strives to develop new areas of expertise.</li> </ul>	✓	✓

*This position is a fixed term(maternity leave cover) contract with the potential to become permanent.*