

**Job Description**  
**Support Worker (I Can Ventures)**

**Annual Salary: £23,250**

**Main Purpose of job:** Support clients to engage and participate in activities. Work as part of a team to lead sessions, provide support to clients as needed, sometimes on a one-to-one basis. Work flexibly across the service, ensuring client needs are met.

**Responsible to:** Deputy Manager.

**Main tasks:**

1. Provide on-going support to clients throughout the day, during all activities and in break times.
2. Support clients to participate in activities, helping them to achieve their goals.
3. Provide “active support” in line with clients’ individual plans and risk assessments.
4. Assist with activity planning and risk assessments.
5. Lead activities as needed, both on site and in the community.
6. Assist with record keeping such as daily reports, case diary sheets and contribute to client reviews as needed.
7. Promote health and wellbeing of all clients.
8. Ensure the health, safety and welfare of clients and staff is always given priority.
9. Work with other team members to ensure smooth running of the daily programme.
10. Work in line with I Can Ventures principles, company policies and procedures, with specific regard to the safeguarding of vulnerable adults.

The above list is not exhaustive, and you will be expected to perform different tasks as necessitated by your role and the overall objectives of the organisation.

Signature: \_\_\_\_\_  
(Employee)

Signature: \_\_\_\_\_  
(On Behalf of Ellingham Employment Services)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Person Specification  
Support Worker (I Can Ventures)**

<b>Job Title: Support Worker (I Can Ventures)</b>	
<b>Selection Criteria</b>	<b>Essential/Desirable</b>
NVQ2 Health and Social Care (or equivalent suitable qualifications).	D
GCSE grade C (or equivalent) or above in English and Maths.	E
First Aid qualification.	D
Car Driver with full UK license.	D
<b>Experience</b>	
Experience in supporting adults with learning and associated disabilities to enhance their skills.	E
Experience of delivering training activities for adults with learning and associated disabilities.	D
<b>Skills</b>	
Ability to communicate clearly and appropriately with a wide range of people.	E
Ability to provide positive behaviour support	E
Ability to work on own initiative and respond to individual client needs.	E
Good IT skills.	D