

JOB DESCRIPTION

**Post: Support Worker**

**Type of Post: Relief Support Worker**

**Responsible to: Senior Project Worker**

**Key Duties of the Post**

1. To contribute to the physical, social and psychological needs of the users of the Day Centre within an agreed work plan set by the Manager.
2. To work as a member of a team and on an individual basis when the need arises.
3. To maintain and update records and information on the personal needs of individual users. The post holder must not disclose records or information about any of the users or any other confidential information relating to BPCA to a third party or persons without the consent of the Manager.
4. To be responsible for maintaining and the correct use of equipment used for the users on a day to day basis.
5. To assist in the preparation and serving of lunches and any other refreshments to users.
6. To develop and maintain close working and supportive relationships with the users.
7. To attend to the physical needs of the users – i.e. helping with washing, dressing, toileting, feeding and walking when necessary.
8. To assist in establishing an objective evaluation procedure for users.
9. To attend individual or group meetings and any other meetings or events when requested to do so by the Manager.
10. To assist users to maintain contact with family/friends and local community services.
11. To teach the users basic life skills – cooking, cleaning, shopping, self-care and personal hygiene.
12. To organize and implement occupational/practical skills training e.g. arts, crafts, recreational and therapeutic activities.
13. To organise activities for the users outside the normal day centre environment, supervise clients on such outings and activities.
14. To provide support and counselling to users at times of personal crisis.
15. To liaise with professional bodies as and when necessary to meet the users’ needs within the agreed care plan.
16. To issue under strict medical advice, prescribed drugs to users, and maintain required records of such drugs administered.
17. To make home visits to users’ home if required as part of the care programme.
18. To organise day to day activities for the users.
19. To prepare and maintain individual timetables and assessing the needs of users.
20. To maintain contact with and receive feedback from parents/guardians regarding any aspects of users welfare.
21. To take part in regular review meetings with the Manager/Parents and other Therapists or Professionals to review their needs.
22. To take part in monthly supervision sessions with the Manager or in the absence of the Manager with the Deputy Manager.
23. To manage and give appropriate training to volunteers.
24. To ensure any accidents or any other incidents are properly recorded.
25. To act as an escort when picking up and dropping users from the Centre to their homes and vice versa.
26. To keep the Manager/Senior Project Worker (in the absence of the Manager) immediately informed of any problems regarding the users.
27. To monitor the needs regularly of the users and provide feedback to the Manager.
28. To carry out the duties of the post with full regards to BPCA’s equal opportunities policy.
29. To carry out any other duties commensurate with the grade as and when required.

I (name of the post holder) …………… ….. have received this job description and have read and fully understood the duties and responsibilities involved for the post of Project Worker for which I am employed and I agree that I will perform my duties as specified in this job description.

Signature …………………………………………………..Date …………………………………..

This job description has been agreed for the post of Project Worker and adopted by the BPCA’s Management Committee.

Signature ………………………………………………….. Date ………………………………….

Name ……………………………………………………….

Designation ………………………………………………..

(On Behalf of BPCA’s Management Committee)

**BANGLADESHI PARENTS AND CARERS ASSOCIATION**

**For Office Use Only**

**Ref………………**

**Promoting Choice and Independence**

**Registered Charity No. 1082770**

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| --- | --- |
| **POST APPLIED FOR** | **DATE** |
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| **How did you become aware of this vacancy?** |
| **Please give the name of the publication:** |
| **PERSONAL DETAILS** | |
| **First Name:** | |
| **Surname:** | |
| **Address:** | |
| **Post Code:** | |
| **Tel No (Day):** | |
| **Mobile No:** | |
| **Email Address:** | |
| **National Insurance Number:** | |

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| **EDUCATIONAL HISTORY** Please provide details of any examinations passed with dates, qualifications gained and any other training/courses attended, which you may be relevant to this post. Please start with the most recent. | | | | | |
| **School/College/University** | **FROM** | **TO** | **COURSE TITLE** | **SUBJECT(s)** | **RESULT** |
|  |  |  |  |  |  |

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| **EMPLOYMENT HISTORY**  Please give details of your employment. Please start with the most recent. Continue on a separate sheet if necessary. | | |
| **Date from:**  **To:** | **Name and Address of Employer:** | |
| **Post and Grade** | **Annual Gross Salary** | **Notice Required** |

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| **PREVIOUS EMPLOYMENT** | | | | |
| **Name and address of employer** | **PT or FT** | **Job Title and Brief Details of Duties** | **From** | **To** |
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| **EXPERIENCES AND SKILLS**  Please refer to the Job Description and Person Specification and tell us what you think you can bring to this post and why you think you are suitable for the post. Be sure to include relevant achievements. Continue on a separate sheet if necessary. |
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| **INTEREST, HOBBIES AND VOLUNTARY WORK**  Please list any interests outside work and any additional skills you possess. |
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| **REFERENCES** Please give details of two referees who can comment on your work and abilities. One should be your most recent employer. | | |
| **First Referee** | **Second Referee** | |
| **Name:** | **Name:** | |
| **Position:** | **Position:** | |
| **Address:** | **Address:** | |
| **Post Code:** | **Post Code:** | |
| **Tel:** | **Tel:** | |
| **Email:** | **Email:** | |
| **Please indicate if References may be taken up immediately** | | **Yes / No** |

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| --- | --- |
| **CONFIDENTIAL PERSONAL INFORMATION** | |
| **Do you require permission/work permit to take up employment in the UK?**  **(Immigration and Asylum Act 1996)** | **Yes / No** |
| **Have you ever been convicted in a Court of Law?**  **(Declaration subject to Rehabilitation of Offenders Act 1974)** | **Yes / No** |
| **If Yes, please give details:** | |
| **Please add any other personal information you consider relevant to your application:** | |

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| **DECLARATION** | |
| **I declare that, to the best of my knowledge the information given in this application is true and accurate. I understand that should I conceal any material fact, or falsify any information, this may be considered sufficient cause for rejection or if employed, immediate dismissal.** | |
| **Signature:** | **Date:** |

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| **Please return the completed form to:**  [**info@bpcaonline.org.uk**](mailto:info@bpcaonline.org.uk) **OR Post to address below**  **BANGLADESHI PARENTS AND CARERS ASSOCIATION**  **St. Margaret’s House, 21 Old Ford Road, Bethnal Green,**  **London E2 9PL** |

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**Equal Opportunities Monitoring Form**

The Bangladeshi Parents & Carers Association is an equal opportunities employer. We are committed to eliminating discrimination and increasing equality of opportunity in all aspects of our work. We will strive to ensure that our appointments procedure is fair and unbiased and that offers of employment will be made solely on the basis of unsuitability for the job. An applicant’s race, religion, marital status, colour, gender or disability will not be a consideration to filling an appointment.

**Recruitment Monitoring**

**Please tick or complete the following boxes as appropriate:**

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| White European |  | Black Caribbean |  | Black African |  | Black Other |  | Indian |  |
|  |  |  |  |  |  |  |  |  |  |
| Pakistani |  | Bangladeshi |  | Chinese |  | Vietnamese |  | Other |  |
|  |  |  |  |  |  |  |  |  |  |
| Other (Please Specify) | | | | | | | | | |

**Gender**

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| --- | --- | --- | --- |
| Male |  | Female |  |

**Employment Status:** Are you presently employed?

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| --- | --- | --- | --- |
| Yes |  | No |  |

**Disability:** Do you define yourself as a person with a disability?

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| --- | --- | --- | --- |
| Yes |  | No |  |

**Are you a Registered Disabled Person (i.e. a Green Card holder?)**

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| --- | --- | --- | --- |
| Yes |  | No |  |

**Access Information**

If you are called up for an interview, are there any arrangements we need to make for you?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  | No |  |  |
|  | | | | |
| If yes please specify (e.g. disability issue) | | | | |

**Advertising**

How did you find out about this job vacancy? Please specify the source or publication

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