



Job Description

Job Title:	Adult Support Worker
Location:	Paces Campus, High Green, South Yorkshire, S35 3HY
Reporting to:	Adult Services Manager
Key relationships:	Adult Services Manager, Conductor and Adult Services Team
Hours:	37.5 hours per week, full time over 52 weeks
Salary:	£9.44 per hour

Description of Paces Charity:

Paces is a specialist centre, School and Charity all rolled into one! We support children and adults living with neurological conditions such as Cerebral Palsy, Stroke, MS, Parkinson's and Brain Injury. We believe that everyone has the right to achieve their true potential; we believe in ability, not disability!

As well as offering a special needs education for children aged 3-18 years, we also provide a method of support called Conductive Education, which teaches our children and adults to achieve the greatest level of independence. We teach life-changing skills such as sitting, standing, walking, speaking, communication and self-care.

Paces Adult Day Service currently supports 7 adults; individual programmes are designed to support the transition into adulthood and the learning / maintaining of skills to support all throughout Adult life.

We also deliver an Adult Sessional Programme, where we support those living with the effects of a Stroke, MS, Parkinson's and Brain Injury. In these sessions, we re-teach the skills which have been lost due to their illness.

You will be joining the team during an exciting part of our journey, as the Paces Adult Services prepares to move to our new home at Smithy Wood Business Park, which will enable us to support many more adults with our unique service and expertise.

Job Purpose:

The Adult Support Worker will report to the Adult Services Manager in order to deliver a wide range of programmes and activities in order to enhance the lives of the clients and enable them to live their life to the fullest. This role will draw on your existing knowledge and give you the opportunity to learn new skills as part of your ongoing training. There will be opportunities for career progression as our services grow.

Roles and Responsibilities:

The job holder will complete all tasks required within the remit of this role, including, but not limited to:

- Providing support and facilitation for individuals accessing their programme on-site and off-site, including their personal care needs. This includes, but is not limited to, medical appointments.
- Assists with and takes part in planning and implementing the daily programme under the direction of the Adult services manager and senior conductor.
- Assists in planning the logistics and preparation of the workshop environment.
- Assists with general housekeeping tasks.

- Continuous learning and development surrounding Conductive Education.
- Upholds a professional attitude, maintaining strict confidentiality and loyalty to Paces at all times.
- Works professionally with other staff members at all times.
- Complies fully with policies and codes of practice at all times.
- Attends staff meetings and training programmes, including those which may fall outside of normal working hours.



Person Specification

	Essential	Desirable
Experience, Knowledge & Skills	<ul style="list-style-type: none"> ▪ Experience of working within a similar environment. ▪ Excellent communication skills. ▪ Ability to remain calm under pressure. ▪ Motivated, enthusiastic, caring, empathetic. ▪ Ability to react appropriately when presented with unexpected situations. ▪ Able to work on own initiative. ▪ Able to work alone or as part of a team. ▪ Pro-active. 	<ul style="list-style-type: none"> ▪ Experience of working with vulnerable or disabled adults.
Qualifications / Training	<ul style="list-style-type: none"> • Willingness to undertake required training relevant to the role. 	<ul style="list-style-type: none"> ▪ First Aid Training. ▪ Health and Social Care Diploma / N.V.Q
Work Circumstances	<ul style="list-style-type: none"> • A flexible approach to required duties. • Commitment to continuous learning, training and development. 	<ul style="list-style-type: none"> • A full UK driving licence

TERMS AND CONDITIONS

Probation: There will be a probationary period of three months.
Holidays: 25 days holiday a year in addition to relevant public holidays (pro-rata for part time staff)
Hours: 37.5 hours per week, Monday – Friday.

Paces is committed to safeguarding and promoting the welfare of the children and adults. This post subject to an enhanced disclosure application to the Disclosure and Barring Service.