

# Job Description and Person Specification

**Job Title:** Lead Worker – Learning Disability Community Wellbeing Service

**Hourly Rate:** £9.90

**Employment Status:** Permanent

**Responsible To:** Service Coordinator

**Location:** Recruiting Across Birmingham

	CRITERIA	EVIDENCE
<b>Experience</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• The ability to work on your own initiative.</li> <li>• Willing to work as part of a team.</li> </ul>	Application Form and Interview.
<b>Skills &amp; Ability</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• To support &amp; achieve agreed outcomes in line with support plans.</li> <li>• To work with colleagues, family, volunteers, and wider support network to maximise health and wellbeing.</li> <li>• To support with tenancy sustainment, promote independence and establish community connections.</li> <li>• To support in providing a service which is non-judgemental, responsive, reactive, and tailored to individual needs.</li> <li>• The ability to identify, assess and act upon risks.</li> <li>• Be highly motivated, creative, pro-active, and resourceful.</li> <li>• Be IT proficient, with the ability to use a mobile device to record support sessions, outcomes achieved and gather information for Key Performance Indicators.</li> <li>• Ability to follow organisational policies and procedures.</li> <li>• Ability to work flexible hours around citizen(s) needs, which may include evenings, weekends, and public holidays.</li> <li>• To contribute to ongoing supervision and personal development.</li> <li>• Maintain confidentiality and GDPR.</li> <li>• Good listening, literacy, and numeracy skills.</li> <li>• Willingness to undertake training as required.</li> <li>• Ability to travel within the Birmingham area.</li> </ul>	Application Form and Interview.
<b>Training &amp; Qualifications</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• NVQ Level 3 in Health and Social Care <b>or</b> a willingness to undergo training.</li> </ul>	Interview and Application Form

## Who We Look For

Are you a **warm, personable**, and highly **motivated** individual who can empower and support people with a learning disability?

Do you have **passion** for what you do, are a strong **communicator** and have good **problem-solving** skills?

Midland Mencap is looking to recruit **Lead Workers** to provide support to adults with learning disabilities in the Birmingham area.



We place a high value upon **integrity, ethical standards**, and a commitment to **excellence**.

If you have experience working with adults with a learning disability, that's a bonus. But don't be put off if not. We value transferable **skills** from other sectors and provide comprehensive training to all our staff.

## What Does A Lead Worker Do?

Lead Workers are responsible for providing the appropriate support to an individual within their home environment and ensuring that they remain an active part of their local community.

You will support citizens to find and sustain their own home, receive the right benefits, maintain their wellbeing, and access employment, training and volunteering opportunities.

The ideal candidate will be able to work in a person-centred way, enabling individuals to exercise choice and control over their own lives to maximise their independence. With the support of a Coordinator, you'll need to be able to work on your own initiative, be comfortable lone working and keep accurate digital records.

### Duties and Responsibilities

- Provide support consistent with individual, person-centred, support plans & risk assessments.
- To identify and connect individuals to community facilities, local services and professionals.
- Uphold and promote rights, dignity, respect and choices.
- Assist and support citizens to develop independent living skills, including digital literacy.
- Assist citizens in maintaining relationships with family, friends and the local community.
- Assist and support citizens in managing their finances and maximising income.
- Support to overcome accessibility barriers, explaining information & using accessible formats.
- To support with access to GPs, dentists, opticians & hospitals, including Annual Health Checks.
- To support with maintaining emotional, physical, spiritual, cultural and psychological well-being.
- To record achievements and citizen outcomes, and where possible support with move on.
- Act in accordance with Midland Mencap's Health and Safety & Equal Opportunities policy.
- To provide senior staff with any information that affects the well-being of citizens or service operation.
- To maintain accurate digital records consistent with the service and legal requirements.
- To use a work issued mobile device to 'Check In/Out' of support sessions.
- To provide face-to-face support wherever practical, supplemented by remote contact as required.
- To be willing to undertake training, complete the Care Certificate & attend regular supervision.