



# Job Description

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St. Helens Council

**Post:** Support Assistant – Day Opportunities, Disability Services

**Post Number:**

**Department:** People's Services

**Grade:** Scp 11-13

**Responsible to:** Team Leader, Day Opportunities.

**Purpose of the Post:**

1. To modernise day services in order to provide real and meaningful choice to people with disabilities
2. To help service users access a range of opportunities for education promote access to a range of opportunities for education and lifelong learning
3. To make full use of travel opportunities in order to access community and leisure services

**Duties and Responsibilities:**

1. To contribute to the development and effective delivery of support plans and risk assessments
2. To provide day to day support and care to people accessing day opportunities in a way that is in keeping with the 'Valuing People' principles of *rights, independence, choice and inclusion*.
3. To undertake a key worker role with a number of individuals, ensuring their personal needs are met as far as possible
4. To contribute to the development of support plans, risk assessments and reviews
5. To offer individuals such assistance as they require to access day opportunities which promote independence and social inclusion
6. With assistance from other team members produce written reports for case conferences, planning meetings and reviews, and to attend and contribute accordingly at such meetings
7. To undertake training needed to meet the requirements of the post
8. To contribute to the health and welfare of individuals, including the issue of prescribed drugs and medication.



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9. To carry out other duties as required. These will include working in dispersed community settings which offer social, leisure, education and employment activities.
10. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
11. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
12. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).

**To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require.**

**This post is subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: June 2010**

**Date Reviewed: October 2010**

**Date updated: June 2017**