**Job Description**

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| **Job Title** | Support Worker |
| **Hours** | 20 hours per week |
| **Contract** | Permanent |
| **Location** | Bilborough, Nottingham (with occasional trips into the local community) |
| **Salary** | £8,840 pa (full time equivalent 37.5 hours £16,575 pa) |
| **Responsible to** | Senior Support Workers  Services Manager |
| **Job Summary** | To deliver professional, impartial and enabling support to clients living with the effects of brain injury who attend Headway Nottingham’s Day Service. To provide respectful support for clients with complex needs, that promotes their wellbeing, independence, self-esteem and dignity. |

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| **Key Responsibilities** |
| To work under the direction of the Senior Support Workers and the Services Manager to deliver meaningful outcomes to those accessing the Service. |
| To develop and deliver workshops and activities that enable clients to reach their identified goals and objectives. |
| To assist and motivate clients to participate in activities to improve self-esteem, encouraging them to learn compensatory strategies for overcoming difficulties related to their brain injury. |
| To be involved in the preparation and delivery of hot meals provided to each client at lunchtime |
| To keep accurate and relevant records whilst being aware and mindful of confidentiality and data protection regulations. |
| To participate in “housekeeping” tasks to keep the day centre clean and hygienic. |
| To assist in the supervision of activities that take place away from the day centre. |
| To have regard at all times to the needs of the client, adopting a person-centred approach. |
| To adhere to Headway Nottingham’s policies and procedures regarding health and safety, data protection, and risk assessment. |
| To report any concerns to your colleagues and managers and be aware of safeguarding issues. |
| To assist in the monitoring of the efficacy of the sessions/activities and the service as a whole. |
| To promote Headway Nottingham in a positive manner and to act within the boundaries of our core values and objectives. |
| Any other duties that may arise from time to time in order to ensure the smooth running of the organisation. |

This job description sets out the main duties associated with this post. It is assumed that the carrying out of additional duties from time to time are not excluded simply because they are not itemised. This description is meant as a guide and may be subject to review and amendment in discussion with the post holder.