



Job description

Job title:	Inclusion Support Worker/Enabler
Responsible to:	An appointed supervisor and ultimately the Frontline Board
Main Base:	Frontline Partnership - Sawyers Church
Working environment:	Various community based locations within Brentwood and the surrounding areas.
Salary:	£8.31 per hour
Hours:	3 hrs over 48 weeks

Job Summary: To work with the Frontline Partnership team to enable and support clients with a learning disability and high and complex support needs to live full and productive lives in the community.

Main duties

- To develop a good rapport and productive working relationship with the clients to encourage, motivate and facilitate maximum participation in activities
- To support the clients to engage in different activities in a variety of community based settings

Frontline works in partnership with Sawyers Church and other organisations with the same ethos

Frontline enables and supports people with a learning disability and high support needs to live full and productive lives through their active inclusion, participation and contribution, mainly within the Brentwood community

Company No. 4503616 Reg Charity 1099813

- To respond to the physical, social and emotional needs of the clients.
- To carry out specific activities as delegated by the Frontline Board or their representative(s).
- To follow Frontline Partnership guidelines for supporting clients in community settings and activities.
- To report back relevant information to the supervisor/manager on a formal and informal basis and to receive regular supervision.
- To write notes/reports as necessary
- To participate in appropriate training as identified through the supervision process
- To be familiar with the policies and procedures relating to Health and Safety, risk assessment, accident/incident reporting, fire regulations etc.
- To ensure a good working relationship with colleagues to facilitate efficient team work and effective communications.
- To represent Frontline in a professional manner at all times in both written communication and in person.
- Other relevant duties as identified by the employer.

Access to the use of a car and a full driving licence with appropriate insurance are essential. Relevant expenses are paid

This job is flexible in the light of changes and developments in the service and the availability of funding. The post and any changes affecting it are subject to review and discussion with the post holder.

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Health & Safety

Employees must be aware of the responsibilities placed on them under the Health and safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees.

Non smoking

The bases are non smoking areas. The employee will respect the smoking policies relevant to the individual sites visited.

Confidentiality

It is the duty of the post holder to maintain confidentiality at all times relating to the client.

Rehabilitation of offenders Act

This post involves contact with clients and is therefore exempt of section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. The post holder will be required to be the subject of an enhanced DBS check.

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