Midstream (West Lancs) Ltd

**JOB DESCRIPTION - LEARNING & CARE SUPPORT ASSISTANT**

**Location:** Skelmersdale **Duration:** 12-month Maternity **Salary:** £20,825

**Days:** Monday - Friday **Hours:** Full Time 8.45 a.m. – 4.45 p.m. (35hrs per week)

 (will consider part time / job sharing)

**Responsible To:** Training & Operations Manager

**Due to the continued expansion of the company, this position is highly likely to be made permanent upon the Maternity Cover being complete.**

**Closing date for completed application forms: 15th March 2024**

**(early applications recommended)**

**Summary:**

This position combines the knowledge & skills of a care assistant with a teaching assistant. Working as part of a team, under the guidance of qualified teaching / care professionals, you will be providing support to young people and adults with a wide range of learning difficulties. Service users are taking part in daytime training and work activities with a specialist vocational training / social care provider. You will be supporting individuals to achieve nationally recognised vocational qualifications, prompting and guiding them in their daily work activities, encouraging independence, positive behaviour, social integration and making own choices. You will also be assisting with personal care needs as appropriate and generally ensure their health, safety & wellbeing. Work and training activities take place in a variety of practical ‘real live’ working environments on site at Midstream e.g. within our horticultural unit, our garden centre, our café & catering unit, the general office, crafts workshop, hair & beauty salon, our pathways to adulthood unit; or offsite in the wider community. Work is both indoors & outdoors and can be physically demanding. Support staff are also expected to drive company vehicles when accompanying clients to engage in activities off site and transport clients to and from home as necessary. Therefore, applicants must have a full clean driving licence.

**Main Duties and Responsibilities:**

* Under the guidance of qualified teaching staff / workplace assessors, assist with training, developing and assessing client knowledge to nationally recognised vocational qualifications within their chosen work-based training environment.
* As required, and under the guidance of qualified health & social care staff, provide assistance to clients with personal care needs.
* Administer prescribed medication as required.
* Support, guide, prompt and encourage individuals throughout their daily work and training activities ensuring their good conduct, health, safety and wellbeing at all times.
* Support individuals over lunches and breaks.
* Provide 1:1 support as required.
* Transport or escort clients to and from home using company vehicles when required.
* Record keeping & contributing towards meetings and reviews.
* Carry out any other duties as required.

## PERSON SPECIFICATION

**Minimum Essential Qualifications and Experience:**

***Education***

* GCSE O Level passes in five subjects including:

English Language Grade A-C (or equivalent)

Mathematics Grade A-C (or equivalent)

### *Vocational*

* NVQL2/3 Health & Social Care

**or**

* NVQL2/3 Teaching & Learning or Workplace Assessors Award ‘A unit’

### *Experience*

* Recent experience within the care industry

**or**

* Recent experience as a teaching assistant within a school

**Other Minimum Essential Requirements:**

* Must hold a full, clean driving license and have access to own transport.
* Must produce a satisfactory Enhanced Disclosure Report from the Disclosure & Barring Service (disclosure expenses will be met by Midstream).
* Pleasant, empathetic, caring, flexible and adaptable.
* IT skills (e.g. Microsoft Word & Excel).
* Interpersonal skills.
* Effective communication skills.
* Willing to take part in further training/attain further vocational qualifications.
* Ability to work as part of a team.
* Prepared to work both indoors and outdoors in all weathers.
* Able to carry out physically demanding work.

In addition to fulfilling the above minimum criteria any attributes from the following list although not essential would be very advantageous:

* Nursing skills, experience & qualifications e.g. RN / RNLD
* British Sign Language L2/3

**N/B** Employment offers are subject to a satisfactory Disclosure Report from the

 Disclosure and Barring Service (DBS) along with satisfactory references and

 the satisfactory completion of a 12-month probation period

##### **Midstream is committed to Equal Opportunities and is positive about people with disabilities.**