Midstream (West Lancs) Ltd

*2 Penrose Place, Skelmersdale, Lancashire, WN8 9PR*

**Job Description & Person Specification**

**Support Assistant / Driver**

**Location:** Skelmersdale, West Lancashire – St Helens/W.Lancs/Sefton area pickups

**Duration:** Permanent **Salary:** £21,200 - £22,500 p.a.

*(dependant upon qualifications & experience)*

**Responsible to:** Operations Manager

**Days/Hours:**  Mon-Friday (full time, min.35hrs + per week, fluctuating daily)

**How to apply:** Application forms can be down loaded from Midstream’s website.

**Closing date for applications : 11th March 2019**

**Summary :**

This position combines the duties of a learning & care support assistant with driving duties. Working as part of a team, under the guidance of qualified teaching / health & social 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 day time, work & training activities at Midstream. You will be transporting them to & from home at the beginning and end of day using company vehicles. During the day you will be supporting them throughout their work & training activities, encouraging inclusion, independence & positive behaviour in the work place. You will also be attending to personal care needs as appropriate and generally ensuring their health, safety & wellbeing. Work takes place in formal classrooms in addition to a variety of practical ‘real live’ working environments, e.g. horticultural unit, garden centre, catering & hospitality units, general office, crafts workshop, or offsite in the wider community. Work is both indoors & outdoors and can be physically demanding. Minimum job criteria – Must have a full clean driving licence and have access to transport. Must have 5 GCSE’s grades A-C (or equivalent) including English and Maths, NVQL2/3 Health & Social Care **or** NVQL2/3 Teaching Assistant qualification. Must have some experience in a learning environment **or** the Health & Social Care industry. A satisfactory Enhanced Disclosure from the Disclosure & Barring Service (DBS) is required. (Disclosure expense will be met by Midstream). References required.

**Main Duties and Responsibilities :**

* Carry out regular driving duties transporting service users between home & Midstream each day using company vehicles (8-14 seats). St Helens/St Helens/Sefton area pick ups - driving duties start and end from home-vehicle kept by employee overnight.
* Under the guidance of qualified teachers, instructors and health & social care staff you will support individuals both in the classroom and in their daily work or training activities ensuring participation, good conduct, health, safety and well being at all times.
* Provide assistance with personal care needs as required.
* Administer prescribed medications as required.
* Provide 1:1 support when required.
* Support service users over lunches and breaks as required.
* Record keeping.
* Report writing.
* Contribute to meetings & reviews.
* Carry out any other duties as required.

## PERSON SPECIFICATION

**Minimum Essential Qualifications and Experience :**

**Educational**

* GCSE O Level passes in five subjects including:-

English Grade A-C (or equivalent)

Mathematics Grade A-C (or equivalent)

### Vocational

* NVQ L3 Health & Social Care **and/or** NVQ L3 Teaching & Learning

(or equivalent)

### Experience

* Experience within the care industry **and/or** a learning environment

**Other minimum essential requirements :**

* Must hold a full, clean driving license and have access to transport
* Must have a satisfactory Enhanced Disclosure Report from the Disclosure & Barring Service (Disclosure expenses will be met by Midstream)

In addition to fulfilling the above criteria the following would be advantageous:

* TAQA, D32 / 33 or A Unit Workplace Assessors Awards
* Willingness to work towards further qualifications
* Pleasant, empathetic, caring, flexible and adaptable
* IT skills (e.g. Microsoft Word & Excel)
* Inter personal skills.
* Effective communication skills.
* Ability to work as part of a team.
* Must be prepared to work both indoors and outdoors in all weathers.
* Must be able to carry out physically demanding work.

**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.