Midstream (West Lancs) Ltd

**Job Description**

**LEARNING & CARE SUPPORT ASSISTANT**

**Location:** Skelmersdale **Duration:** Permanent

**Days/Hours:** Full Time Mon-Fri 8.45 a.m. – 4.45 p.m. (35hrs p/wk)

**Responsible To:** Training & Operations Manager

**Salary :** £16,200 - £17,800 p.a. depending upon qualifications and experience

**CLOSING DATE FOR APPLICATION FORMS: 26th April 2019**

**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 day time training and work activities with a specialist vocational training / social care provider. You will be supporting individuals to achieve nationally recognised 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 the horticultural unit, garden centre, catering & hospitality, general office, crafts workshop or hair & beauty salon) or offsite in the wider community. Work is both indoors & outdoors and can often be physically demanding. Support staff are also expected to drive company vehicles when accomanying clients to engage in activities off site, and to escort / transport clients to and from home as necessary.

**Main Duties and Responsibilities :**

* Under the guidance of qualified teaching staff / work place assessors, assist with training, developing and assessing clients to nationally recognised vocational qualifications within their chosen work based training environment.
* Under the guidance of qualified health & social care staff, provide assistance with personal care needs as required.
* 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 well being at all times.
* Support individuals over lunches and breaks.
* Provide 1:1 support as required.
* Transport 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 :**

***Educational***

* GCSE O Level passes in five subjects including:-

English Language Grade A-C (or equivalent)

Mathematics Grade A-C (or equivalent)

### *Vocational*

* NVQL3 Teaching & Learning or Work Place Assessors Award ‘A unit’

**or**

* NVQL3 Health & Social Care

### *Experience*

* Recent experience within the care industry **or** a learning environment

**Other Minimum Essential Requirements :**

* Must hold a full, clean driving license and have access to 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)
* Inter personal skills
* Effective communication skills
* Willing to take part in further training/attain further vocationational 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 / SRN / 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