Midstream (West Lancs) Ltd

**Job Description**

**Learning & Care Support Assistant with Additional Driving Duties**

**Location:** Skelmersdale, West Lancashire **Salary:** Starting at £22,765

**Duration:** Permanent **Responsible to:** Operations Manager

**Days/Hours:** Mon-Friday

(full time, min.35hrs/wk + driving which fluctuates daily, max 48 hrs/wk)

**Closing Date for Applications : 23/01/22**

**Full Job description & Application Form available from** [**www.midstream.org.uk**](http://www.midstream.org.uk)

(early applications are recommended as this vacancy may be closed earlier than the closing date shown above)

**Summary :**

This position combines the knowledge & skills of a teaching assistant with a care assistant. This position carries additional driving duties with extended hours. 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 work & training activities with a specialist vocational training / social care provider. You will be transporting service users to and 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 on site at Midstream (e.g. horticultural unit, garden centre, catering & hospitality units, office & reception, hair & beauty salon, 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 (min. 2 yrs and aged 21yrs+ for insurance purposes). Must have 5 GCSE’s grades A-C (or equivalent) including English and Maths, NVQL3 Health & Social Care **or** NVQL3 Teaching Assistant qualification. Must have 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) - vehicle kept by employee overnight. Working hours start at the first pick up and ends at the last drop off – fluctuates on a daily basis.
* 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.
* 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 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 (min.2 yrs and aged 21 yrs + for insurance purposes)
* 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*