

Momentum

Investing in People, Changing Perspectives

Job Description

Post: Support Worker
Accountable To: Access to Work Service Manager

Introduction: Momentum Scotland is a national not-for-profit organisation working in partnership to enable and empower disabled and excluded people throughout Scotland to identify and achieve their goals.

Please note irrespective of the post held at all times you are responsible for the health & safety of yourself, colleagues, service users and visitors.

Duties and Responsibilities

General

The client is based in West Calder, and is a wheelchair user and works with youth from different community centres. The successful candidate must hold a full valid driving licence.

- The client requires support in assisting them into and out of their car, and for someone to drive their adapted vehicle to and from their place of work.
- The client requires support at their place of work to organise rooms and paperwork associated with their job, and when away from their main base.

Specific duties

- Picking up client/Loading equipment and personal effects safely into vehicle to transport to venues, and doing same on return journeys.
- Assisting accessing venues and light organisation work.
- Occasionally delivering admin work
- Reporting vehicle defects/fuel shortages, in order for this to be attended to
- Ensuring personal effects/equipment are handled with care & attention
- Driving should be smooth to meet with client's requirements for comfort and safe travel within reason.
- Post holder must be able to operate restraints and ramps on vehicle for clients safety
- Postholder must assist client in putting on coat/hat etc
- Postholder will be required to work evenings frequently.

Person Specification

Post Title: Support Worker

	Selection Criteria	(√) Essential	(√) Desirable
A	Qualifications & Training HNC, S.V.Q. II, III or equivalent in relevant area		√
B	Experience Some experience as Carer/support worker or equivalent Previous experience of working in community setting.		√ √
C	Knowledge, Skills and Abilities Organisational skills. Basic time management skills Ability to work independently under instruction. Ability to record keep to regulation standards. Interest in Continued Professional Development Computer literate.	√ √ √ √	√ √
D	Personal Qualities Flexibility Good communication skills.	√ √	
E	Other Requirements Driver's licence. PVG membership (regulated work)	√ √	

N.B.

Essential: Attributes under this heading are essential for adequate job performance i.e. the job cannot be performed unless these factors are present.

Desirable: These are attributes that are not essential, but if they are present will enhance the effectiveness of work performance. This is an indicative, but not exhaustive list of requirements.