



JOB DESCRIPTION

Job Title: Support and Activity Worker

Purpose of Post: To provide a supportive environment in which the needs of people with learning disabilities may be met, whilst working towards gaining independent living skills and encouraging choice and community integration. A major aim of this position is to provide opportunities and choices to people in order that they may realise their potential.

Reporting to: Team Leader

Accountable to: Operations Manager

Specific Responsibilities: To actively participate in and support activity and social sessions, both within the day centre and during external community outings. Additionally to provide personal care and support services to customers and assist in providing opportunities for individuals in a manner that respects the dignity of the people involved and promotes independence. Follow company policy and procedures. Attend training as discussed in your supervision and appraisal meetings.

Main Duties and Responsibilities:

1. Utilise own skills to research and take responsibility for activity and social sessions whilst encouraging good community relationships with the individuals you are supporting.
2. The ability to work with customers to create their individual support plans and outcomes and to ensure that you work to these.
3. To plan and ensure all sessions run in line with individuals planned outcomes.

4. To ensure activities meet all customer's needs and choices. Research interests that customers wish to participate in.
5. To safely transport customers to and from community activities using CCN vehicles.
6. To accurately report, record and maintain records including support plans, risk assessments and BWCare documents as required.
7. To ensure all aspects of support and personal care are provided including administration of medication when required.
8. To realise the potential of each customer and support them to achieve their outcomes.

PROVIDE A SAFE, COMFORTABLE AND SUPPORTIVE ENVIRONMENT

9. To be responsible for supporting customers with money on a daily basis.
10. Cooperate with management in ensuring that the environment complies with the statutory regulations; Health & Safety, Fire, Environmental Health, Care Quality Commission.
11. Ensure a clean and tidy environment is maintained
12. Report all deficiencies in the service of whatever nature to the line manager.

ASSIST INDIVIDUALS WE SUPPORT TO SEE THEMSELVES AS VALUED MEMBERS OF THE LOCAL COMMUNITY

13. Encourage good community relationships and consistently promote New Directions as an

ambassador for the organisation.

Other:

Such other duties as may be allocated by the line manager.

August 2025