**Key Responsibilities**

* Encourage and enable children and adults with learning disabilities to be active and involved in decision making, helping them build their confidence and maintain their independence
* Support people to maintain their health and wellbeing, including their personal care and hygiene, in a respectful and sensitive manner; be willing and able to provide physical support/lifting/carrying
* Plan, provide and participate in a variety of engaging and stimulating activities and programmes for service users to enjoy, learn and benefit from
* Offer flexibility to accommodate the needs of the services and activities provided
* Maintain confidentiality at all times
* Adhere to safeguarding procedures relating to vulnerable individuals, be vigilant at all times
* Adhere to Centre 404 policies & procedures, including Code of Conduct, Equality & Diversity, Health & Safety; and sign up to the Social Care Commitment , promoting dignity in care
* Be dedicated to your own development and attend supervisions and training sessions as needed
* Complete and maintain relevant paper and electronic records and forms effectively

**Please see overleaf for important information on disclosures & document checks, including DBS.**

**Key Values**

* Be kind & compassionate
* Be patient & trustworthy
* Be committed to equality and inclusion
* Be dedicated to promoting the welfare of vulnerable people and empowering them
* Put the needs and wishes of the people you support first and encourage independence and inclusion
* Be committed to continuous improvement, innovation & working safely and responsibly

**Key Skills**

* Able to work in an open, flexible and adaptable way
* Able to form constructive relationships
* Understanding of and sensitivity to types of discrimination
* Understanding of learning disability and the needs of vulnerable people
* Able to communicate well with people face to face and in writing
* Able to interact positively with children and/or adults with learning disabilities
* Able to work well as part of a team
* Reliable & organised
* Able to work on own initiative
* Able to deal with challenging situations calmly, responsibly and sensitively
* Understanding the importance of confidentiality and the need to report concerns and issues

**Disclosures & Checks**

**Rehabilitation of Offenders Act 1974**

Centre 404 is committed to offering equal opportunities, whilst also practicing safer recruitment procedures. In order to establish suitability for the post, candidates will be asked to disclose any previous convictions when a job offer is made; a disclosure will not automatically mean that you cannot work for us, but this will be dependent on the nature and severity. Information relating to disclosures will be treated confidentially and will only be shared with relevant staff included in the recruitment process.

This post is exempt from the above Act and therefore candidates will be required to disclose information about any previous convictions that are not filtered by the Exceptions Order 1975.

**All our job offers are subject to receiving suitable proof of candidates’ eligibility to work in the UK, two satisfactory references, and an enhanced DBS check.**

There are organisations that provide information and advice to anyone with a criminal conviction looking for work. If you would like any guidance about making a disclosure, here are some helpful links:

[**http://www.unlock.org.uk**](http://www.unlock.org.uk/)

[**http://www.workingchance.org**](http://www.workingchance.org/) (Women only)



Support Workers and members celebrating Centre 404’s 65th Anniversary