Enablement Assistant

£15,507 - £18,560

36.50 working hours

Lancaster Circus

To Work within the Learning Disabilities Enablement Team, the teams focus is to positively promote and support individuals to be as independent as possible.

The service supports clients to improve existing skills or learn new skills that maximize their independence and choice by achieving outcome focused goals.

In addition the service supports clients to seek or maintain tenancies or remain within their own homes, whilst maximizing their independence.

The role of the Enablement assistant is to follow a planned system of work to maximize service user's independence. This will mean working in direct contact with clients in a residential setting or in their own home, monitoring and reporting their progress against the system of work.

Closing Date: 18.11.16

Ref: PEO422016

A Disclosure and Barring Service (DBS) formerly CRB check will be undertaken

‘Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed’

‘The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment this is offered should the candidate be successful’
1. **Job Purpose**

To Work within the Learning Disabilities Enablement Team, the teams focus is to positively promote and support individuals to be as independent as possible. The service supports clients to improve existing skills or learn new skills that maximize their independence and choice by achieving outcome focused goals. In addition the service supports clients to seek or maintain tenancies or remain within their own homes, whilst maximizing their independence.

The role of the Enablement assistant is to follow a planned system of work to maximize service user’s independence. This will mean working in direct contact with clients in a residential setting or in their own home, monitoring and reporting their progress against the system of work.

2. **Duties and Responsibilities**

2.1 To be the allocated key worker for a designated number of service users.

2.2 To follow a system of work/enablement plan devised by either the occupational therapist or senior member of staff. Some examples of these systems of work plans are banking skills, shopping skills, cooking skills and domestic tasks skills.

2.3 To support the service user in their learning / skill acquisitions by providing clear instruction and guidance at a level and pace suitable for the service user to understand.

This might include:

- Discussing in detail the activity before the event and checking the persons understanding
- Demonstrating the activity
- Giving positive feedback which encourages the person
• Supporting the client in the community
• Offering support which takes account of cultural and religious requirements.
• Acknowledging a job well done, by giving praise

2.4 To give personal and emotional support to clients by listening to his/her worries and concerns.

2.5 To give clear instructions to the client’s on how to manage their personal hygiene tasks.

2.6 Liaising with relatives and external agencies to support clients to manager their own wellbeing.

2.7 To monitor clients progress towards stated goals and objectives and complete the recordings either electronic or manual or a mixture of both.

2.8 To ensure robust and accurate records are kept and maintained on authorised documentation in a timely manner as detailed in operating instructions.

2.9 To attend a range of meetings as indicated by the senior managers and to actively and appropriately participate within each.

2.10 At all times to support the person with respect and dignity to act as a facilitator in how support is delivered and always assume the person has capacity unless it has been deemed otherwise.

2.11 To work in accordance with BCC procedures and policies, including the BCC safety policy, risk assessments / working protocols.

2.12 To maintain a safe working environment and report risks and seek advice to enable risks to be positively assessed and managed.

2.13 To attend supervision each month and any other training deemed to be appropriate taking into account the job role and grade.

3. **Supervision Received**

3.1 **Supervising Officer Job Title:** Enablement Coordinator /Community Team manager

3.2 **Level of Supervision/**
1. Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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5. **Special Conditions**

To adhere to the Skills for Care *Code of Conduct for Healthcare Support Workers and Adult Social Care workers in England*.

N.B. In order to meet the needs of Enablement service, which operates 365 days per year, it is an essential requirement of the job that post-holders are able to work flexibly. This will regularly include working between the hours 7.00am – 7.00pm (Community only)

Enablement assistants may be required to take on systems of work devised by the Enablement Travel assistant /Coordinator

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- A Disclosure and Barring Service check will be undertaken.

Observance of the City Council’s Equal Opportunities Policy will be required.
**Directorate for People**

**Person Specification**

**Post:** Enablement Assistant  
**Grade:** GR2  
**Division:** Adults & Communities  
**Section:** LD Enablement Team

**Method of Assessment (M.O.A.)** A.F. = Application Form; I = Interview; T. - Test or Exercise; C. – Certificate; P. – Presentation.

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<th><strong>Education/Qualifications</strong></th>
<th><strong>Experience</strong></th>
<th><strong>Skills &amp; Ability</strong></th>
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| To hold a minimum of NVQ level 2 in Care or QCF Level 2 Diploma in Health and Social Care, or equivalent. | Experience of working in a Care/Community setting supporting adults. | Ability to understand and follow a system of work with adults.  
Ability to teach basic independent living skills to adults.  
Ability to support service users to make their own choices.  
Ability to demonstrate compassion and empathy in supporting adults.  
Ability to demonstrate awareness of and respect for people’s diverse backgrounds and needs, and a willingness to find out how meet those needs.  
Ability to read, understand and follow written instructions in English.  
Ability to write legibly and accurately in English  
Ability to enter information on a PC. |
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**NB:** Full regard must be paid to overseas qualifications.
All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

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<th>Training</th>
<th>Ability to provide accurate/factual written and verbal feedback to supervisors about care delivered and changes and developments observed regarding service users.</th>
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<td>Ability to make basic financial calculations when Supporting service users to handle money.</td>
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<td>Ability to work on own initiative.</td>
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<td>Ability to work under pressure and deal with difficult situations.</td>
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<td>Ability to carry out moving and handling practice in accordance with Council procedures.</td>
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<td>Ability to work flexibly,</td>
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<td>Other</td>
<td>Willingness to undergo essential training in order to develop professionally. This may take place outside usual working hours.</td>
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<td>Willingness to learn how to use basic IT equipment and software required to carry out the role.</td>
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Medical Questionnaire: AF+ I