

JOB DESCRIPTION

JOB TITLE: Buddy

RESPONSIBLE TO: Buddy Service Co-Ordinator

OUR MISSION:

“Nurturing and enabling independence for young people with a disability.” To support each other and work as part of the team, respecting every individual’s gifts, skills and qualities, and the unique talents they bring to halow.

ROLE PURPOSE:

To main purpose of the role is to provide professional and efficient care support to our young people, working often on a 1:1 basis.

MAIN ROLE RESPONSIBILITIES AND TASKS:

To partake in training including:

- Attending a full role induction
- Participating in staff in-house training as required

To establish a rapport with our young people and their families by:

- Establishing and maintaining a professional and trusting relationship with your matched young person/s in accordance with their individual needs
- Establishing rapport with the families of the young person/s, specifically relating to their individual care management
- Acting as a confidant for the young person/s in managing their personal, domestic, social and psychological needs

To provide care and support services including:

- 1:1 personalised support to our young person/s with all aspects of their personal, domestic, social and psychological needs
- Undertaking duties in accordance with the young person's support plan
- Regularly feedback to halow on the progress made by the young person who you are matched with and address any concerns that you may have
- Reporting any significant changes in the young person's behaviour or condition

To promote independence by:

- Assisting service users to gain as much independence as possible and to help them to exercise as much choice in their daily lives as they are able

To promote exemplary personal conduct at all times by:

- Promoting inclusion and diversity by respecting the young person's rights in relation to their gender, age, disability, sexual orientation, race, religion or other life choice or circumstance
- Ensuring that support is delivered in a manner that demonstrates respect and rights of the young person at all times
- Always act in a manner that ensures the safety of the young person
- Maintaining confidentiality at all times except in the event of a safeguarding issue
- Being flexible in your approach to service provision

To fulfil the administrative aspects of the post by:

- Participating and updating the young person's support plan on a regular basis
- Maintaining a transport log regularly and submitting the expense claim in accordance with halow's Expenses Policy
- Administering and reporting on inappropriate behaviour or accidents which may occur

To fulfil any other responsibilities of the post including:

- Demonstrating commitment to halow's mission statement and aims
- Adhering to halow care's internal policies and procedures
- Ensuring awareness of your legislative obligations and to adhere to these at all times

This is a description of the job as it is presently constituted. It is the Organisation's practice to periodically review job descriptions and to update them. This process will be conducted in consultation with you. It is the aim of the Organisation to reach agreement on any changes but if agreement cannot be reached, the Organisation reserves the right to insist on such changes to your job description, after consultation with you.

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
<i>Experience</i>		<ul style="list-style-type: none"> ▪ Experience in the field of special needs or working in a similar environment ▪ Experience of assisting in the administering of medication
<i>Qualifications and Knowledge</i>	<ul style="list-style-type: none"> ▪ Demonstrates an understanding of the role and the work that halow do ▪ Willingness to undertake induction and mandatory training as required ▪ An understanding of equal opportunities, respect, individuality and promoting independence 	<ul style="list-style-type: none"> ▪ Demonstrates an understanding of learning disabilities ▪ Demonstrates further training in care and/or working with people of whom have a learning disability ▪ Demonstrates an understanding and/or training in medication ▪ Willingness to undertake a National Vocational Qualification to support development within the role
<i>Skills and Personal Attributes</i>	<ul style="list-style-type: none"> ▪ Demonstrates clear communication skills both verbally and written ▪ Enjoys helping others ▪ Enjoys social situations ▪ Comfortable with 1:1 interaction ▪ Physically fit to perform the duties and responsibilities of the post ▪ Exert role model behaviour at all times ▪ Reliable and trustworthy ▪ A team player who is just as capable when alone working ▪ Demonstrates a commitment to halow and is an advocate of the great work that the organisation does 	
<i>Other</i>	<ul style="list-style-type: none"> ▪ A driving licence and access to a vehicle which can be used for organisational purposes ▪ A willingness to transport the young person/ people ▪ A willingness to work flexibly ▪ A willingness to undergo a DBS check in order to work for halow 	