



JOB DESCRIPTION

JOB TITLE: Buddy

LOCATION: Various locations in and around Surrey

RESPONSIBLE TO: Buddy Service Manager

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:

The 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 be an ambassador for halow including:

- Demonstrating commitment to the Organisation’s mission statement
- Leading by example and demonstrating through both actions and words a positive approach to colleagues, our young people and stakeholders alike

To support in the development and achievement of the Organisation’s strategic objectives by:

- *Understanding and contributing to the Organisation’s and management strategies of **halow project** and ensuring that activities and plans within own areas of responsibility align with and support such strategies*
- *Maintaining awareness of progress made against strategic plan/s and be involved in Organisational development of these by updates and feedback to the Building Futures Manager on a regular basis, seeking support where required*

To partake in training including:

- Attending a full role induction
- Participation 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 feeding back to **halow** on progress made by the young person/s 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 ensure the safety of the young person.
- Maintaining confidentiality at all times except in the event of safeguarding issue.
- Being flexible in your approach to service provision.

To fulfil the administrative elements 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 support the communications and marketing of the Buddy Service by

- Maintaining contact with the halow fundraising and communication team about activities and outcomes, for the positive promotion of our programme.

To fulfil any other responsibilities of the post including:

- *Demonstrating commitment to **halow's** mission statement and aims*

- *Ensuring a safe, caring, responsive, effective and well led service – compliant with CQC (Care) regulations and legislation – and with **halow** Values at the heart of everything we do*
- *Adhering to the Organisation's internal policies and procedures*
- *Ensuring awareness of your legislative obligations and adhere to these at all times*
- *Working with the Data Protection Officer to ensure all data processed in the pursuit of the role adheres to the General Data Protection Regulations.*
- *Attending functions or networking meetings to promote the services of **halow** as necessary*
- *Attending internal or external meetings as required*
- *Any other duties which may be reasonably required of the post Being responsible for Safeguarding around young people (children and vulnerable adults) at sessions and attending and completing training as required.*
- *Participating in regular supervisory sessions, appraisals and team meetings*
- *Attending, completing and keeping refreshed any training as identified and required*
- *Contributing to the continuous improvement of service standard in order to maintain our excellent reputation.*

*This is a description of the job as it is presently constituted. It is the practice of **halow** to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the Organisation's aim to reach agreement on changes, but if agreement is not possible, the Organisation reserves the right to insist on 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 assist in the administering of medication.
<i>Qualifications and Knowledge</i>	<ul style="list-style-type: none"> • Demonstrates as 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"> • NVQ in Health and Social Care or other relevant qualification that demonstrates an understanding of the role and the work that halow project and halow care do • Demonstrates further training in care and/or working with people of whom have a learning disability. • Demonstrates an understanding and/or training in medication. • Demonstrates an understanding of learning disabilities • Proficient in the Microsoft Office suite including Word, Excel, Outlook and PowerPoint plus database inputting and use.
<i>Skills and Personal Attributes</i>	<ul style="list-style-type: none"> • Good verbal communication and written skills with experience of communicating with people of all abilities. • Enjoys helping others. • Enjoys social situations. • Comfortable with 1:1 interaction. • Trustworthy, Honest, reliable and punctual • Respectful, encouraging and positive in all aspects of the role. • Excellent organisational skills • Excellent problem-solving skills and evidence of the ability to cope under pressure. • Ability to treat colleagues, young people and supporters of halow with empathy and understanding when necessary. • Strong partnership working skills and the ability to develop and maintain effective working relationships • Physically fit to perform the duties and responsibilities of the 	

	<p>post</p> <ul style="list-style-type: none"> • Exhibit role model behaviour at all times • A team player who is just as capable when alone working • Demonstrates a commitment to the Organisation and is an advocate of the great work that we do • A commitment to promoting people's rights 	
<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 young people. • A willingness to work flexibly (the role entails delivery at evenings, weekends and holiday times, as well as office hours). • A willingness to undergo a DBS check in order to work for the Organisation 	