

JOB DESCRIPTION

JOB TITLE: **Flexible Buddy**

LOCATION: Various locations around the Surrey area

RESPONSIBLE TO: **Buddy Service Manager**

OUR MISSION:

“Nurturing and enabling independence for young people with a learning 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 partake in training including:

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

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

- Establishing and maintaining a professional and trusting relationships 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/s who you are matched with and address any concerns that you may have.
- Reporting any significant changes in our young people’s behaviour or condition.

- To follow **halow's** safeguarding policies and report any incidents to a senior member of staff.

To promote independence by:

- Assisting our 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 our young people'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 our young person/s at all times.
- Always act in a manner that ensures the safety of the young people.
- 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 our 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 any incidents 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

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Experience		▪ Experience in the field of special needs or working in a similar environment ▪ Experience of assisting in the administering of medication
Qualifications and Knowledge	▪ 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	▪ 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
Skills and Personal Attributes	▪ 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	
Other	▪ 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	