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**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick - Chief Executive Officer

Community
Legal Service



Help Point

**Signposts Multi Agency Resource Centre Limited
Regent Road, Morecambe LA3 1TE**

Job Description – Young People with additional needs Sessional Worker level 3

Accountable to	:	Project Lead
Grade	:	NJC APT & C Scale 4 point 20
Hours	:	3hour session as and when required
Holiday entitlement	:	Pro rata
Probationary period	:	1 month
Contract of Employment	:	Full terms and conditions issued

Job Purpose

To work with young people with additional needs to access positive activities and to provide short breaks for carers. To support young disabled people to participate in positive activities, learn new skills and meet new friends. To ensure the safety of the young people attending the sessions and to meet their individual needs.

Duties

1. To provide a safe environment for young disabled people to participate in activities which are stimulating and creative
2. To provide personal care and support with eating and drinking where appropriate
3. To engage young people in the positive activities on offer.
4. To consult with young people on their needs
5. To work collaboratively with partner agencies to meet the needs of the young people
6. To communicate clearly with line manager regarding any issues that arise

Charity Registration Number: 1117645
Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592
Registered in England and Wales



North Lancashire
Teaching Primary Care Trust



INVESTOR IN PEOPLE

Additional major funding from Preston City Council, the FC Scott Charitable Trust and Tudor Trust

7. To undertake regular monitoring and evaluation of the service both with the young people and other workers
8. To demonstrate a commitment to Equal Opportunities, Child Protection, recognising disadvantages faced by vulnerable people living in the community
9. To act as the lead worker for the session and ensure that the session runs smoothly and follows procedures.

Professional Responsibilities

1. To co-operate with the CEO, DCEO and Co-ordinator in the development and expansion of the needs of the project.
2. To ensure a high standard of professional conduct in dealing with other services and members of the public.
3. To attend team meetings.
4. To be conscious of the necessity for good public relations with the local community.
5. To participate in training courses as required.
6. To adhere to Health and Safety Guidelines.
7. To adhere to Signposts' Policies including confidentiality.
8. to ensure that volunteers are included where possible in the work.

Chief Executive
February 2010