



***Job Title    Playscheme Support Worker***

Base:                **33/35 Carnie Drive, Aberdeen, AB25 3AN**  
Reports to:        **Service Manager / General Manager**

**Main Purpose of Job:**

To assist in the provision of a safe, secure and stimulating environment for children attending the Jigsaw Centre. Staff are expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the Support Worker's job, it will be included in the job description in consultation with the member of staff.

As a Support Worker at Jigsaw, the ability to relate to, and communicate with, colleagues at all levels and generally to work as part of a caring team is of great importance. Whilst duties cannot be exactly defined for Support Workers their basic function is to assist the Team Leader in caring for a group of children, or individual children on a one-to-one basis.

**Main Duties:**

- ❖ To assist in arranging social and recreational activities for children, and to participate in these activities.
- ❖ To set up and clear away any equipment for various activities; to maintain a high standard of safety and hygiene in all working practices by regularly cleaning toys, equipment etc.; and to notify the Team Leader of any hazards in order to ensure the provision of a safe environment.
- ❖ Implement programs of meaningful leisure or recreational activities for each Service User enabling them to acquire independence whilst at the same time encouraging them to integrate as a group.
- ❖ Become familiar with the Society's health, safety and fire regulations and ensure that they are strictly observed.
- ❖ Ensure that matters concerning individual Service Users and their families are kept strictly confidential to the Society.
- ❖ Provide such physical care as may be necessary.
- ❖ Foster good relationships with Service Users parents and families.
- ❖ Enable Service Users to participate in recreation and leisure activities.
- ❖ Enable Service Users to eat and drink.
- ❖ Enable Service Users to maintain their personal hygiene and appearance.

- ❖ Assist with the development of client social/communication skills.
- ❖ Reduce client challenging behaviours and teach replacement appropriate/acceptable behaviour.
- ❖ To assist in basic hygiene practices with the children.
- ❖ To undertake all kitchen activities relating to the preparation of packed lunches and snacks. To supervise feeding of children and undertake required tidying and clearing, ensuring that acceptable hygiene practices are followed in all circumstances.
- ❖ Report areas of concern immediately to the Team Leader, or when appropriate, General Manager
- ❖ To attend staff meetings and participate fully in any training requirements.
- ❖ To assist, where required, in the assessment of children so that progress reports can be made to the professional team.
- ❖ To maintain confidentiality for the Grampian Autistic Society and its staff.
- ❖ Provide escort duties where requested

Responsibilities of all support staff include: -

- ❖ Ensuring the respect, dignity and privacy of clients wherever possible.
- ❖ Promoting equality for all individuals.
- ❖ Contributing to the protection of the individuals from abuse.
- ❖ Contributing to the management of aggressive, self-injurious and abusive behaviour.
- ❖ Promoting communication with individuals where there are communication difficulties.
- ❖ Supporting Service Users when they are distressed.
- ❖ Enabling Service Users to make use of available services and information.
- ❖ Contribute to the support of Service Users during development programmes and activities.

The above list is intended to give an indication of the range of activities to be undertaken and is not exhaustive.

**Hours:** Normal working hours are 9.15am – 4.00pm, Saturday/Sunday during School Term, and on allocated weekdays during School Holidays.

**Holiday Entitlement:** 36 Annual leave days per year – pro Rata.

**Sickness Pay:** Up to 10 days paid sickness per year – pro Rata – subject to Company Rules.

Signed .....

Date .....

Supervisor .....

Date .....