



Rossendale Trust

Supporting independent futures

JOB PROFILE – WorkTaste Personal Support Assistant

Through the Rossendale Trust WorkTaste project, our PA service provides invaluable support to individuals and families empowering opportunities in the community.

PRIMARY OBJECTIVE

The role of the WorkTaste PA is to provide support on a 1:1 basis to individuals who have a learning or physical disability. The key responsibilities are:

- To support the individual in a person-centred way in whatever activity they wish to do. If the client wants to work, we will endeavour to facilitate a work placement.
- To record progress - encouraging individuals in consolidating and developing their social skills.

PRIMARY ACCOUNTABILITIES

- To fully understand and support the process of PA support and potentially supported employment journey for our perspective clients; from sourcing new activities/placements for the client to arranging placements and supporting clients in and out of the workplace.
- To make up and complete workplace booklets, including risk assessments as appropriate.
- To support and supervise as necessary the client in and out of their work placement, offering support, guidance and advice according to the employer instructions and the job role. To encourage independence and help them to develop soft and hard skills.
- To liaise effectively with care staff, family members, employers and other professionals; working always in the best interests of the client.
- To develop and maintain excellent and effective relationships with all stakeholders; for example: prospective employers, families and carers.
- To be responsible for building and maintaining relationships with prospective employers which are positive, based upon mutual respect and openness.
- To build a thorough understanding of every aspect of the Trust's care provision services, including supported living and Oakwood services.
- To ensure that the Rossendale Trust is represented in a professional manner at all times.
- To work closely with the WorkTaste Manager and Admin Support. To work as part of a team, attending team meetings and supervisions as required.

The Rossendale Trust places the individuals we support at the centre of everything that we do.

Our values are built around the 5 Key Lines of Enquiry (KLOEs) defined by the Care Quality Commission, which form the basis of a CQC inspection, by asking:

Is this service: Safe; Caring; Responsive; Effective and Well led?

A Rossendale Trust WorkTaste Coach is part of a team providing the highest standards of care and support to individuals in the wider community, ensuring they are treated with dignity and respect so that they can live a full and meaningful life.

QUALIFICATIONS/EXPERIENCE

- NVQ or Diploma Level 2/3 or equivalent in Health and Social Care, or willing to train (desirable*)
- Two years' experience of working in a similar environment (desirable*)

*Desirable only in recruitment context

ADDITIONAL REQUIREMENTS

1. The post is subject to an Enhanced Disclosure and Barring Service (DBS) check, with a check of the DBS Adults' Barred List.
2. New recruits are asked to sign up to the DBS Update Service.

PERSON PROFILE – WorkTaste Personal Assistant

CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSED BY
QUALIFICATIONS		
NVQ level 2 or equivalent	D	Certificate
KNOWLEDGE AND EXPERIENCE		
Experience in a teaching, training or mentoring role	E	Interview
An awareness of disability and the barriers faced by people with disabilities in the workplace.	E	Interview
Experience of writing Risk Assessments	D	Interview/application
Confident in the use of IT and office equipment	E	Application form
SKILLS AND QUALITIES		
Strong team player showing good interpersonal skills with the ability to communicate clearly and effectively when encountering a wide range of people and situations	E	Interview
Open minded with a willingness to learn and take advice, very flexible, adaptable and cheerful.	E	Interview
Physically fit and happy to walk in all weathers or use public transport, to encourage tenants with independence and travel training.	E	Application form
A clear thinker with good problem-solving skills, self-reliant and can use own initiative.	E	Interview
Able to observe confidentiality at all times while treating people with dignity and respect	E	Interview
Excellent observational and record keeping skills - ability to judge, monitor and record tenants progress and advise how to develop them further.	E	Application form and interview
Able to represent the Rossendale Trust out in the community and understand the basic aims and philosophy (training provided)	E	Interview
To observe and comply to the rules of GDPR (General Data Protection Regulations – Policy provided)	E	Interview
ADDITIONAL REQUIREMENTS		
Full drivers licence and use of own car with business insurance (RT will fund the business insurance if required)		
Willingness to drive trust vehicles if required (e.g. if tenant has accessibility issues and needs an adapted vehicle)		
Willingness to undertake 6 mandatory training sessions and complete the induction process		
Willing to have DBS check which will be funded by Rossendale Trust.		