

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Adult Social Care / ICOT & Sensory Team
POST:	Support Assistant (A2W)
GRADE OF POST:	Grade 04
RESPONSIBLE TO:	Senior Practitioner – Sensory Services

JOB PURPOSE:

To act as a driver and support assistant to enable the Sensory Assistant to carry out their duties efficiently and effectively. (The Sensory Assistant works under the direction of the specialist workers in the team to promote practical Rehabilitation, Independence and Positive Outcomes using a variety of practical interventions.)

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To drive the Sensory Assistant throughout their region of work to support client visits, training and meetings as commensurate with the Sensory Assistant Post Holder's responsibilities.
- To provide sighted assistance to the Sensory Assistant, including orientation and sighted guiding in unfamiliar environments.
- To locate addresses, plan routes and timings of journeys to ensure the Sensory Assistant is able to fulfil their diary commitments in a punctual manner.
- To ensure driving is within the standard road traffic regulations and to maintain vehicle logs and completing monthly mileage forms and conduct vehicle checks, taking vehicle for service, MOT and cleaning.
- To note take and read documentation to the Sensory Assistant as required and handle information in a sensitive manner and maintain confidentiality applying the Data Protection Act where necessary.
- To assist with basic data input on Microsoft Office including Excel and Word, maintain Outlook calendar and maintain accurate and confidential records using WCCIS.

- To locate information from a variety of sources, including the internet, intranet and printed material.
- To demonstrate commitment and actively participate in continuous professional development (CPD) as relevant to role.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

Person Specification

Support Assistant (A2W)

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> A good standard of education to GCSE Level or equivalent at least at grade C - including Maths & English or an ability to demonstrate competence through experience. 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Computer literate with a good knowledge of Microsoft Office packages. Experience of driving work. Experience of working with/supporting blind and partially sighted people. Knowledge of Sighted Guide Skills. 	<p>Yes</p> <p>Yes</p>	Interview, application form, references and selection process.
Skills and Personal Attributes	<ul style="list-style-type: none"> Ability to form constructive working relationships. Good standard of numeracy and literacy. Ability to communicate clearly and effectively. Ability to demonstrate good organisational and time management skills. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Application form, interview and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> • Ability to manage confidential issues with integrity and trustworthiness. • Ability to work flexibly and to follow instructions. • Has a full UK driving licence and access to own transport. • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	