**Job Description**

**Post** - Support Worker

**Office Base** - Norwich – Norfolk

**Hours** – Full time is 37.5 hours per week. Part time hours are variable

The nature of the work requires some unsociable hours including evenings, weekends and sleep ins. Should you work sleep ins these are paid on top of your contracted hours. Overtime is not normally paid for additional hours as Evolve East Anglia operates a flexible working system.

**Pay**- Starting salary £19,500 - £23,400

Full Range £19,500 - £29,500

**Synopsis of Role** -

Support workers will work directly with a range of vulnerable service users. Some of whom have significant mental health difficulties. The postholder will support service users with issues such as housing, maintaining mental health & wellbeing, accessing universal services and community resources according to the aims and objectives of an individual support plan. Partnership working with service users, their families and other professionals is a key function of an Evolve support worker role.

**Accountability –**

Accountable to – Directors, service manager and non-executive board.

Accountable for – Service users and volunteers.

**Key responsibilities**

* To work with service users according to the agreed goals and objectives described in an individual support plan
* To maintain accurate record keeping according to Evolve East Anglia’s policies and procedures
* To ensure that service users are as fully involved as possible in relation to the planning of support work
* To contribute to the development of the service and the team through group working and team meetings
* To participate in regular supervisions, staff development and training
* To maintain a good knowledge of relevant legislation and policy affecting Evolve East Anglia’s service users
* To ensure that all work is carried out according to the organisations policies and procedures
* To ensure that all practice takes place in a non-discriminatory manner
* To ensure that children, young people and vulnerable adults are safeguarded from harm
* To represent and advocate for the organisation at meetings and other events and promote the work of Evolve East Anglia
* To undertake any other duties as reasonably requested by the management of Evolve

**Additional requirements of the post**

* The post holder must possess a current driving licence and be able to provide a vehicle for use at work (mileage allowance is payable)
* The post holder will be required to work a range of days, evenings, weekends and occasional sleep ins according to a rota
* The post holder must undertake and complete a satisfactory DBS disclosure certificate

I agree to work according to the above job description

**Name**:

**Signature**:

**Date:**