



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Welfare Assistant (Saturday Respite Club &amp; Holiday Respite Club)</b>
<b>Responsible to:</b>	<b>Services Manager</b>
<b>Responsible For:</b>	<b>Medical Needs of Young People aged 9 – 19 years</b>
<b>Hours of work:</b>	<b>0 hours contract</b> (part time/job share) <ul style="list-style-type: none"><li>• <b>Saturday Club 9.30am-4.30pm: Twice monthly on Saturday's, term time only</b></li><li>• <b>Holiday Respite Club 9.30am – 4.30pm: Once a week during school holidays</b> (Job sharing the above hours)</li></ul>
<b>Rate of Pay:</b>	<b>Subject to experience</b>
<b><u>Person Specification:</u></b>	This role will suit:- <ul style="list-style-type: none"><li>• Experienced person currently working as a Health Care Assistant</li><li>• Experienced School Nurse or Welfare Assistant currently working in a special or mainstream school</li><li>• Retired Nurse or other medical professional</li></ul>

### **PURPOSE OF ROLE:**

FUN is a dynamic Charity that provides support & services to disabled young people and their families living in Luton, Bedfordshire and surrounding areas. The Welfare Assistant will be part of the support team assisting with the overall and individual medical needs of children and young people attending our Respite Services. The Welfare Assistant will be contributing to the smooth running of the Respite Clubs and the maintenance of a safe and stimulating environment.

### **MAIN DUTIES & RESPONSIBILITIES**

#### PEG (Percutaneous Endoscopic Gastrostomy)

- Good understanding of the different types of PEG devices as well as the skills and knowledge to look after the device - the gastrostomy site and to identify and deal with any problems with the device and stoma
- Administering Feeds, medication and water according to individual service user needs through the device

#### Medical Conditions & Administering First Aid

- Ability to understand and get to know various medical conditions of the young people
- Ability to deal with Medical situations as and when they arise
- Providing First Aid including for those with Profound and Multiple Learning Disabilities
- Generally caring and comforting the young people in times of distress or difficulty. Reporting any such occurrence to Manager and support staff

### Medication & Equipment

- Being aware of the medical problems of the young people and giving necessary treatment or medication as per the written consent of parents
- Recordings storing and handling medication appropriately
- Assisting with specialised aids or equipment such as hoists, electronic wheelchairs etc.

### Intimate & Emotional Care & Needs

- Carrying out intimate and personal care duties with the assistance of support staff whilst taking into consideration the young people's dignity and behavioural needs
- Changing soiled clothing and clearing up after vomit or urine as and when required
- Assisting Support staff in a range of duties to support the physical and emotional wellbeing of the young people including any behavioural issues
- Carrying out all duties with consideration of Safeguarding and Moving & Handling processes

### Generic duties and responsibilities

- When not carrying out Welfare tasks, to assist with the smooth running of the services as requested by Manager and Leads
  - Covering lunch breaks of Support workers
  - Interacting and playing with the young people; including accompanying individuals or groups to community activities
  - To work as part of the support team to ensure a safe and secure but friendly, creative and stimulating environment for children/young people and all staff and volunteers at the sessions
  - To ensure that toys, equipment and venue is maintained in a clean and tidy manner both during the day and at the close of session. This may include setting up and packing away
  - All workers are required to assist in maintaining clear, accurate records of young people attending, accidents, medication, personal care, risk assessments and other information as required
  - All workers are required to undertake other tasks as and when required when asked by supervising staff
  - All workers will be expected to work autonomously for a large part of the time and to work unsupervised, prioritising workload and dealing with unexpected situations in a professional and confidential manner
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- PLEASE NOTE EMPLOYMENT IS SUBJECT TO:
  - A SATISFACTORY ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK
  - 2 SATISFACTORY REFERENCE CHECKS, 1 OF WHICH MUST BE FROM YOUR MOST RECENT EMPLOYER OR PLACE OF STUDY