**BEACON**

Wolverhampton Road East, Sedgley, WV4 6AZ

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| **Job Title:** | Health and Wellbeing Support Officer |
| **Salary:** | £7.98 |
| **Responsible to:** | Health and Wellbeing Co-ordinator |
| **Location:** | Sedgley |
| **Hours of Work:** | 30 hours. Flexible working will be required. |

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| **Overview**  Beacon was established in 1875 with its charitable aim: ***To promote the relief of visually impaired persons.***  Working with its stakeholders, Beacon has developed Ambition 2025 as its long term Vision, the strategic objectives are:   1. Ensure core products and services stay relevant and respond to changing needs and demands. 2. Maximise the opportunities afforded by technology developments. 3. Grow the business in terms of turnover, products and services and operating area. 4. Resilience and strengthen the income base. 5. Raise the profile of the issue (sight loss) and its impact on society.   The post holder will be responsible for supporting the day to day running of the Day Centre within the centre. They will be part of a team of officers that provide inspiration, support and care for Beacon clients to enable their safety and independence as far as possible. Cover in other areas during absences of other officers will also be expected. |

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| **Main responsibilities of the role:**   1. To assist in the ILC as required in order to register clients, take payments & banking of payments. 2. To assist the team leader, instructors in the preparation and delivery of sessions and clearing away the area. 3. To measure outcomes, progress and development on the computerised based system. 4. General supervision of clients in order to promote their safety whilst interfering as little as possible with their freedom and independence. 5. To assist clients during breaks and lunch periods and act as escort when required. 6. Participate in conversation with clients to harness feelings of security and personal worth. 7. Assisting with personal care when needed, including guiding clients to the toilets. 8. To have regard at the times to the comfort, well being and self respect of all clients. 9. To accompany clients on trips away from the Centre (for example, to hospital in an emergency, outings, shopping, outside leisure activities, etc). 10. To report any accident or injury to a client to a senior member of staff and if not satisfied to the Independent Living Centre Manager/Deputy. 11. To be prepared to offer support and supervision to students, placements and volunteers. 12. To assist with accidents, epilepsy, first aid, etc. 13. Undergo training as required for the position. 14. Understand and comply with the equal opportunities and health and safety policies of the Centre. 15. To undertake any other work that may be reasonably requested for the benefit of the organisation, in particular, to assist, if necessary for the safety/well being of a client. |

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| **Experience and Knowledge**   * Worked in a similar environment * Knowledge of Health and Safety, First Aid and Equal Opportunities * Experience of delivering good customer service and working with vulnerable adults |

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| **Performance Management**  In line with the current staff appraisal process, you will agree in consultation with your line manager, a set of business objectives and a Personal Development Plan. |

**Person Specification: Health and Wellbeing Support Officer**

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| Factor | Essential | **Desirable** |
| Qualifications | NVQ Level 2 in Care | Rehabilitation Qualification |
| Training | Safeguarding  Data protection  Health & Safety | Willingness to undergo training as required by the post  Training in areas of First Aid, Moving and handling, vulnerable adults etc. |
| Experience | Ability to measure outcomes and progress  Experience of supporting vulnerable adults  Experience with cash handling | Experience of working with visual impaired people. |
| Special Knowledge and Skills | Sensitive to the needs of the visually impaired people.  Ability to undertake assessments of the service user’s continued well being.  IT literate | Awareness of equality issues.  Interest in service users improving their lifestyle through enhancing their skills |
| Personal Qualities | Pleasant and personable manner  Caring Attitude  Ability to work as a team member and support others.  Ability to work with volunteers encouraging and assisting them to use their abilities and skills  Actively promote the Centre being positive about the services available | Commitment to develop opportunities for visual impaired people.  Self motivated with ability to motivate others. |
| Commitment | To promote anti-discriminatory practice, social inclusion and involvement. |  |
| Other |  | Hold a DBS check (this can be obtained through the Beacon Centre).  Adhere strictly to rules regarding ‘Client Confidentiality’ and systems already in place.  Adhere to all Health & Safety Issues. |