**SOUTH LEEDS TEAM MINISTRY CHARITY LIMITED**

**ASSISTANT SUPPORT WORKER**

**JOB DESCRIPTION**

Be responsible to the Manager and Management Committee in the capacity of assistant support worker. Your normal hours of work would be Monday to Thursday, 9.30 am to 2.30 pm.

A DBS check is undertaken for all Trinity Network employees.

You would be required to undertake the following tasks:-

Assist in arranging activities for members and provide support in all aspects of Trinity Network.

Assist people with mobility problems who may require the use of a wheelchair.

Be responsible for taking cash to the bank/post office.

Support other staff and volunteers in the efficient operation of the scheme.

Ensure physical safety, care and support for all members.

Have regard for all health and safety requirements.

Attend and contribute positively to all Staff meetings.

Attend supervision meetings.

Ensure full understanding of all policies and procedures (seek guidance if appropriate).

Attend training and development when requested.

Encourage member participation where appropriate.

Attend promptly to any equipment failure or repairs as necessary. Record any action taken.

Assist in the ordering and purchasing of stock and equipment as necessary.

The post is essentially five hours per day, although additional hours will be required when covering full time staff absences, flexible working hours are an essential requirement.

Carry out other duties as required by the Manager or the Management Committee.

Registered Charity No 514118 Company Registration 1721708 Updated March 2023.