CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**Day Support Worker**
Position Number:	**ADU0367**
JE Code:	**ACS014**
Service:	**Adult Social Care**
Location/Work Base:	**Coed Isaf, Leighton, Welshpool**

this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified

Grade:	**Grade 5** **Point 7 to Point 9** **£27,274 to £28,153 per annum pro rata** **£14.13 to £14.59 per hour**
Contracted hours:	**30 hours, Permanent**
Reporting to:	**Assistant Day Services Manager/ Day Service Manager**
Responsible for:	None

Summary

About the role:

To provide daily support to service users within day services for people with learning disabilities; operating from day service bases and in the community in accordance with the service specification and to work under the direction of the Assistance Day Services Manager (ADSM) and Day Activity Manager (DAM).

About you:

- Positive attitude to supporting people with learning disabilities to meet their aspirations and needs.
- Positive attitude to working as part of a team.
- Ability to recognise own strengths and needs

- Committed to the development of practice and services which promote equality and respect Diversity.

What you will do:
To work under the direction of the Assistant Day Services Manager and Day Activity Manager.

- To provide support to service users in the implementation of individual care plans and day service programmes.
- To keep accurate documentation as required.
- To administer prescribed medication to service users in accordance with the Day Services Medication Policies and Procedures and ensure accurate documentation.
- To participate in supervision and support worker team meetings.
- To undertake QCF Level II in Care and other mandatory training as required.
- To assist in the transportation of service users as required.

If you have any questions about the role, please contact:
Karen Davies
karen.e.davies@powys.gov.uk
07815015543

Your responsibilities will be:

To provide daily support to service users within day services for people with learning disabilities; operating from day service bases and in the community in accordance with the service specification and to work under the direction of the Assistance Day Services Manager(ADSM) and Day Services Manager (DSM).

Operational:

- To work under the direction of the Assistant Day Services Manager and Day Service Manager.
- To provide support to service users in the implementation of individual care plans and day service programmes.
- To inform the ADSM/DSM of any changes in service users needs, incidents, accidents and concerns.
- To inform ADSM/DSM immediately if any deviation from scheduled activities is required.
- To keep accurate documentation as required.
- To administer prescribed medication to service users in accordance with the Day Services Medication Policies and Procedures and ensure accurate documentation.

- To provide information to the ADSM/DSM for care planning review meetings and written reports as required and attend meetings when requested.

- To work alongside other statutory, independent and voluntary organisations.

- To participate in Erads, supervision and support worker team meetings.

- To undertake NVQ Level II in Care and other mandatory training as required.

- To assist in the transportation of service users as required.

- To support the service users in any setting/venue requested in order to facilitate the implementation of the care plans and daily schedules.

Health and Safety

- To co-operate as required by ADSM/DSM in accordance with PCC policies and procedures and legislation to follow Health and Safety advice and instructions.

- To bring to the attention of ADSM/DSM any areas of the service that could constitute a risk to service users or staff.

- To adhere to all individual and environmental risk assessments including moving and handling risk assessments.

- To report to ADSM/DSM and record all accidents and violent incidents in accordance with Powys County Council procedure.

- To report to ADSM/DSM any maintenance work required.

CONFIDENTIALITY:	It is a requirement that confidential information obtained in the course of professional practice should not be disclosed without the consent of the service users, or a person who is entitled to act on the individual's behalf except where disclosure is required by law, is in the public interest or is part of essential care management.
DATA PROTECTION:	This post carries a duty and responsibility under the Data Protection Act 1998 and in particular, ensuring that Personal Data is not negligently or unlawfully handled, nor disclosed to unauthorised persons.
ANTI DISCRIMINATORY / ANTI OPPRESSIVE PRACTICE:	The work of the team recognises the value and dignity of every human being, irrespective of origin, race, status, gender, sexual orientation, age, disability, belief or contribution to society and to demonstrate commitment. It is a specific requirement that the post holder

complies with legislation relating to discrimination such as the Sex Discrimination Act 1975, Race Relations Act 1976 and the Disability Discrimination Act 1995 and other Acts of Parliament and Codes of Practice, and with organisational policies and procedures.

In addition the post holder must demonstrate an awareness that service users are subject to discrimination and must not contribute to this through actions, use of language or other means.

Failure to comply with these regulations would be treated as a disciplinary matter.

This job description is not intended to be exhaustive, nor does it preclude any possible future changes in the nature of the work involved.

DBS:

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with adults at risk.

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position may have a requirement for a Baseline Personnel Security check (BPSS).

Equalities Statement:

An Equal Opportunities requirement is to abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy

Welsh Language Requirement:

Welsh language skills are desirable

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

All applicants are asked to read carefully the requirements of the job. The Council welcomes your application if you believe you meet all the essential criteria of the person specification. To be considered for care delivery roles it is essential that you are currently able to provide close personal care to our care residents.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Desirable

- Any relevant experience in any areas of work contained in the job description

Knowledge

Essential

- Awareness of the issues facing people with disabilities

Desirable

- Knowledge of the local area

Qualifications and Training

Essential

- NVQ 2 in Care or other relevant qualification or an immediate enrolment after probation
- Commitment to undertaking any qualification relevant to this post as required by line managers

Desirable

- First aid certificate, epilepsy management or other relevant training.

Personal Qualities

Essential

- Positive attitude to supporting people with learning disabilities to meet their aspirations and needs.
- Positive attitude to working as part of a team.
- Committed to the development of practice and services which promote equality

Desirable

- Ability to recognise own strengths and needs

Skills

Essential

- Good written and verbal communication skills
- Ability to engage positively with people with learning disabilities.

Desirable

- Experience of record-keeping.
- Numeracy skills.

- Ability to use a computer.
- Able to communicate using other methods.

Other Requirements

Essential

- Ability to carry out moving and handling tasks safely
- Ability to travel around the county for work and to provision of transport for service users
- Ability to work between 8.00am and 5.00pm
- A clear understanding of the importance of confidentiality

Desirable

- Ability to use aids and equipment
- Own car available for work
- Ability and willingness to work flexible and unsocial hours if required.

Welsh language skills are desirable

The post can be both physically and mentally demanding, requiring the employee to provide personal care and support for those residents with eligible social care needs.

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history

- Complete the application in full

Next steps

The closing date for applications is 25/10/2026.
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 26/10/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 29/10/2026.

We wish you luck with your application.