



JOB DESCRIPTION /PERSON SPECIFICATION.

JOB TITLE Support Worker

RESPONSIBLE TO Team Leader.

MAIN PURPOSE OF THE JOB

To provide the support and encouragement necessary to enable people with learning disabilities to lead ordinary lives both within their own home and within the community. To support individuals in a way which encourages and enables them to decide their own personal preferences and choices in all aspects of their lives, especially with regard to forming and maintaining relationships with people outside of the Company.

One theme that runs through this job description is that, wherever possible, staff should do things with people rather than for them. Another way of stating this is to say that staff should ENABLE people to do things. It implies that, people we support should be as involved as possible in any activity and that opportunities should be created for people to do more things for themselves.

To work as part of a team assigned to support a number of individuals who may live in different locations.

JOB DESCRIPTION

A. To support individuals in any activity they choose.

This will include:

- ◆ In their own home – developing domestic and life skills.
- ◆ To fulfil a range of activities including work, education, hobbies or interests.
- ◆ To develop opportunities in and continue existing leisure time activities, e.g. at evenings and weekends.
- ◆ To ensure that many of these activities are pursued on a one-to-one basis.

B. To provide practical assistance to individuals, which will include help with housework, cooking, gardening, etc? The emphasis is on involvement at all times.

C. To provide support and help to individuals in maintaining their personal hygiene, which will include assisting people with intimate personal care where needed.

D. To assess any risks and to support individuals in their personal development in a responsible way.

E. To act as a keyworker for an individual where appropriate.

F. To maintain written records, these must be written in a positive way and with the involvement of the individual concerned.

- G. To be responsible for day to day communication and involvement with relatives.
- H. To communicate with and provide information to the individual's advocate.
- I. To participate in meetings with individuals, other staff and relevant people, to maximise opportunities and choices for individuals.
- J. To participate in planned and structured supervision.
- K. To participate in induction and training.
- L. To assist individuals with those areas of their finances they need support with, and to be personally responsible and accountable for this.
- M. Support workers will be expected to play a part in arranging cover for sickness on a rotational basis.
- N. Performing such other duties as may be required to achieve the objectives of the Company.

PERSON SPECIFICATION

1. Attitudes which value people with a disability as a whole person of equal worth to anyone else, with the same right to be treated with respect.
2. Awareness of the importance of confidentiality and maintain this at all times.
3. Recognition that people's homes are important. Staff need to be able to ensure the home is safe, clean and homely.
4. Skill in recognising change, however small it may be and responding to it.
5. Ability to work in a team and contribute to it, which includes giving and receiving feedback. The ability to work alone within the team objectives - this means being able to solve problems and use one's own initiative.
6. Willingness to share skills and hobbies with individuals, working with them on a one to one basis both inside and outside the home. Helping individuals to make the most of the local resources.
7. Ability to communicate with the individuals and other people (e.g. families, other agencies) on their behalf.
8. The ability to encourage individuals to develop relationships of their choice.
9. Ability to keep records, including financial records.
10. Good health - the ability to move and handle people.
11. Aged 18 yrs or over.
12. Enhanced Disclosure from CRB.
13. Willingness to work unsociable hours (including sleep-ins or waking nights). Hours worked by support worker will include split shifts, weekends, bank holidays, early mornings and evenings. Sleep-ins and/or waking shifts will also be required depending on the needs of the individuals within the basic unit.
14. Ability to work flexibly within the basic service.