



## ***Job Description***

TITLE:	SUPPORT WORKER
QUALIFICATIONS:	N.V.Q., Level II (or willing to work toward)
REPORTS TO:	Team Leader
ACCOUNTABLE TO:	General Manager
HOURS:	To provide 24 hour support which includes, unsocial hours, weekends, Bank Holidays or sleep-ins.

### **ROLE SPECIFICATION:**

To provide whatever help and encouragement is required by an individual for them to take control of their life. It is likely that to achieve this, the person receiving support will require aid from a number of different people, including friends, family, co-tenants. It will therefore be necessary for the support worker to respect and work co-operatively with others enabling the individual to live in their own home within their local community, based on the individual's preferences/needs within the framework of the Care Plan and Risk Management Strategy. Support Worker will additionally be allocated the role of keyworker for a particular individual/tenant.

### **Incorporated duties include :**

Assisting individuals in developing their skills, facilitating access and enrolment in further education/community education, college course.

Pursue the individual's desire for paid or unpaid employment by liaising with employment agencies, employers etc., with the individual.

Support the individual in learning/developing skills in communication, domestic tasks, personal care, social situations.

Assisting the individual to participate fully in the community by developing a range of valued activities outside their home promoting real choice by giving opportunities to try different options.

Assisting individual to maintain and develop a range of relationships within the community including friends, neighbours and other social contact.

Ensure a high standard of personal care which may include assistance with personal hygiene, washing, dressing, eating, drinking.

Provide practical assistances to individuals in carrying out everyday living tasks of whatever level they need, to enable them to live as comfortably safely and independently as possible, tasks include cooking, gardening, pet care, home maintenance.

Promote individual's health and well being by :

Supporting individuals to ensure their primary healthcare needs are met by accessing appropriate facilities for medical, dental, optical treatment etc.

Ensure emotional/psychological needs are supported and monitored.

Ensure individual's medication is handled, administered, recorded and stored in accordance with Community Care Options' Policies and Procedures.

Support individuals in their financial transactions as per Community Care Options' Policies and Procedures.

Enable each tenant to take growing control in all areas of their life taking account of their level of experience, ability and understanding by :

Ensuring the tenants are involved as far as possible in decision making which affects them.

Ensure the individual is involved as far as possible in determining their own routine – what, when and how they do things.

### **Key Worker Responsibilities**

Participate in the assessment of individual needs in partnership with the Team Leader and member of the Multi Disciplinary Team.

Participate in the planning, implementation and evaluation of individual care plans in partnership with the Team Leader and members of the Multi Disciplinary Team.

Lead Individual Person Centred Planning process in partnership with the Team Leader and members of the Multi Disciplinary Team.

In conjunction with Team Leader communicate regularly with members of the Multi Disciplinary Team keeping them informed of progress and any important change.

Acting as an advocate for the individual where appropriate.

Ensuring that all possible and appropriate leisure and hobby activities are pursued and if suitable undertaken.

Ensuring that individual clothing requirements are catered for.

Assist with personal shopping where required.

Support contact with relatives, friends and volunteers.

### **Team Responsibilities**

To communicate effectively with other team members, participating constructively in team meetings, contributing to and putting into effect decisions made in respect of individual tenants/general management of scheme.

Support other members of the team in their work.

To provide written records/reports as per Community Care Options Policies and Procedures.

To maintain household finances as per Community Care Options' Policies and Procedures.

To take up relevant opportunities for training and development and attend all mandatory Training.

To maintain confidentiality in respect of individual tenants, employees and the organisation.

To ensure that all Community Care Options' principles/policies are strictly observed and adhered to at all times.

This job description is not exhaustive and should be taken only as a general outline of the duties of the postholder. It may be reviewed and varied periodically with due notice.

(Updated 15.05.06)



**PERSON SPECIFICATION**

Job title : Support Worker

	Disabled Candidates are guaranteed an interview if they meet the essential criteria	
Knowledge :	Understanding the rights of people with a disability	E
	Understanding of needs of people with a disability (Knowledge of the 5 Accomplishments)	E D
Skills :	Self-Motivation	E
	Willingness to be adaptable	E
	Ability to be imaginative	D
	Ability to establish a good relationship with people	E
Experience :	Reliability and commitment	E
	Being with people with a disability	D
	Previous work in the Care Sector	D
Qualifications :	Working as part of a team	D
	N.V.Q., Level II or above (or willing toward Level II)	E
Circumstances :	Prepared to work evenings and weekends	E
	Prepared to Lone work	E
	Car owner and clean driving licence	D
	Live local	D

E = Essential    D = Desirable