

JOB DESCRIPTION

Job Title	Support Worker	Reports To	Service Manager
Grade	Grade 7	Band	Band D

Overview of Role

To enable the people we support to enjoy a valued life through implementing and reviewing the personal planning process, known as key working. To provide a varying range of personal and social care support to individuals within a residential or community based setting.

Main Duties

- 1 Responsible for assisting the people we support to develop and follow a positive personal plan (key worker) with clear and regularly reviewed objectives. This includes undertaking risk assessments as appropriate.
- 2 Ensure outcomes based objectives are established within the personal plan.
- 3 Responsible for planning, organising, reporting and documenting all aspects of meetings with regards to the people we support.
- 4 Empower the people we support to make informed decisions and promote independence in all aspects of daily life and ensure choices are evidenced in personal plan..
- 5 Take responsibility for ensuring the people we support look after their home and participate in general household duties as required.
- 6 Identify, promote and implement ways of working to promote physical and emotional well-being and general health of the people we support.
- 7 Assist the people we support to manage their personal care and health needs. This includes responsibility for ordering, managing and administering medication where required.
- 8 Assist the people we support with the management of their finances, including budgeting for major expenses and auditing.
- 9 Promote a positive, settled and stable environment for the people we support.
- 10 Ensure that support and monitoring is planned and conducted with regard to ongoing risk assessment processes.
- 11 Establish relationships ensuring regular contact is planned and maintained with families, medical practitioners, social workers and other professionals as and when appropriate.
- 12 Encourage the people we support to develop a variety of relationships.
- 13 Ensure individual communication needs are evaluated and recorded in the personal plan. Communicate with the people we support taking account of their needs and using the most appropriate methods.
- 14 Plan, assist and accompany the people we support to access a range of chosen leisure and other activities e.g. attending GP, shopping etc.
- 15 Promote the development and maintenance of professional and caring relationships between staff and the people we support.
- 16 Proactively foster positive relationships with relatives and professional colleagues.
- 17 Work co-operatively as part of a team, this includes documenting and following guidelines and multi-agency protection plans. This includes attending and contributing to team meetings/other meetings regarding the plan of care.
- 18 Ensure the maintenance of records e.g. Personal Plans, H&S, financial recording and others. Prepare written reports and take minutes at meetings if required.
- 19 Work on a rota basis providing day, evening and weekend work and carry out sleep-ins when required.
- 20 Assist the people we support during their holiday/short break where required.
- 21 Undertake lone working as required.
- 22 Express through working practice the values inherent in the human rights legislation.
- 23 Undertake responsibility for personal and professional development and contribute to a shared learning environment.

24 Undertake training and SVQ assessment to the appropriate level in Health & Social Care.

Other Requirements

- 1** Promote Cornerstone's aim, objectives and values continually through working practice.
- 2** Adhere to the Staff Charter.
- 3** Adhere to all statutory and legislative requirements relative to the role. This includes adhering to SSSC Codes of Practice, Care Inspectorate standards and contractual requirements.
- 4** Ensure induction, training plan and mandatory training is completed within the required time scales.
- 5** Participate in team meetings and identify ways in which the organisation can be continually improved.
- 6** Undertake responsibility for personal and professional development.
- 7** Carry out any other relevant duties as required.

Date Reviewed 07/12/2015

Reviewed By

Cornerstone reserves the right to vary or amend the duties and responsibilities of the post at any time to the needs of the business.

Support Worker Person Specification

SCQF Level 07

Educational Qualifications

Essential

* Required to gain SVQ Level 2/3 qualification to meet the requirements of SSSC registration. Standard Grade. NAT 5 or equivalent.
* SVQ Level 2/3 in Social Care or equivalent.*

Desirable

* HNC Standard Grade NAT 4 or equivalent.

Knowledge and Experience

Essential

- * Ability to be resilient and to assert authority appropriately.
- * Ability to contribute to and work as part of a dispersed team.
- * Ability to empower the people we support and encourage independence at all times.
- * Ability to establish and maintain positive professional relationships with multi-agency/multi-disciplinary teams.
- * Ability to lone work.
- * Ability to meet the physical demands involved in providing care and assistance to the people we support.
- * Ability to promote the dignity and right to privacy of the people we support.
- * Ability to work autonomously and make decisions independently appropriate to the level of the post.
- * Ability to work sensitively and maintain confidentiality of the people we support at all times.
- * Excellent verbal and written communication and the ability to communicate effectively at all levels. This includes the ability to diffuse tense situations.
- * Good IT skills.
- * Good level of numeracy and English
- * Strong values in relation to human rights of individuals and ability to promote equality in your practice for all individuals.
- * Willingness to support the people we support on their holiday/short break.
- * Willingness to travel and work within all services within the appropriate area.

Desirable

* Willingness to work flexibly including evenings, weekends, public holidays and carry out sleep-ins on a regular basis within guidelines on maximum safe working hours.

Skills, Special Aptitudes & Interests

Essential	Desirable
<ul style="list-style-type: none"> * Effective communication skills. * Ability to build effective working relationships. * Ability to produce high quality accurate work. * Excellent customer service skills. * Ability to take initiative. 	

Disposition & Personal Qualities

Essential	Desirable
<ul style="list-style-type: none"> * Have a caring approach * Be reliable & dependable * Always professional * Confidentiality maintained at all times * Be self-motivated * Flexible approach * 'Can do' attitude * Be honest & trust worthy * Good listening skills * Creative approach 	

Circumstances

Essential	Desirable