



Special Care Needs Limited

Job Description

<u>Post</u>	Support Worker
<u>Based at</u>	Cheshire and North West
<u>Responsible to</u>	Registered Manager/Company Directors

Job Purpose

To provide personal and social care, support and guidance to Young People and Adults with Learning Disabilities who live within any of the Company's Houses, and enable them to access a range of community based activities.

To assist young people and adults with disabilities to realise and maintain optimum levels of independence and involvement in all aspects of their lives through arrangement of the environment, the provision of opportunities for physical and social activity, mental stimulation, involvement in groups and the promotion of self care and daily living skills, having due regard for assessed levels of dependency and individual need.

Main Duties

1. To act as key worker for a number of service users, participate in ongoing assessments and reviews, liaise with staff and other professionals.
2. To take part in Care Planning meetings and support service users to express their wishes and needs, taking account of their physical, emotional and social needs
3. Offer personal and social care to service users in an individualised manner and in accordance with the care plan. Support the service user to manage continence as part of a planned programme.
4. Support and encourage service users to develop relationships with people who do not have a disability. In addition, encourage and support them to take full advantage of ordinary community facilities such as leisure and further education.

5. Help in maintaining the physical environment of the service users home, and supporting service users to do so, through usual household tasks such as changing and making beds, tidying rooms, washing and ironing clothes, setting tables and trays and in supporting service users to prepare their own light meals and where appropriate assisting service users with their meals, further more, to support individuals to shop for household and their own personal items, such as toiletries, clothing.
6. Be aware of the dietary needs of service users and how this relates to healthier eating and of the importance of food hygiene regulations and practices.
7. Participate in the development of individual Essential Lifestyle Plans. To read and write daily reports and contribute to daily handovers.
8. To attend staff meetings and participate in regular supervision provided by a member of the Management Team.
9. To participate in development reviews and to undertake relevant training activities.
10. Answer emergency bells, the door and telephone, and to greet and welcome visitors to the establishment.
11. Help Service users to maintain links with their family, relatives and friends in the wider community. Assist with visits to the doctor or hospital.
12. Provide additional support in circumstances where a service user own behaviour poses an additional hazard to other service users or staff.
13. Administrate medication to service users/ support them to administer themselves as per their care plan.
14. Under the supervision of a senior member of staff, be aware of and follow the company's policies and procedures governing work within the company.
15. To ensure that information data is lawfully gathered, accurate, up to date, and only divulged in accordance with the data protection act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Company facing court proceedings.
16. To undertake any other duties, as directed from time to time in order to meet the exigencies of the Service.

Qualifications for this post

Desirable NVQ in Care Award (level 2) or equivalent.

Other There is an expectation placed on all newly recruited employees to achieve the appropriate level of NVQ at the first available opportunity.

General

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the health and safety policy as far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health and Safety arrangements and systems to promote appropriate improvements where necessary.

The post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the rehabilitation of offenders act 1974 (exceptions) order 1975. You are therefore not entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Company. Any information given will be completely confidential and will be considered only in relation to the positions to which the order applies.

Prepared by Michelle Parker-Nolan/ Barnabas Borbely

Designation Registered Manager/Company Director

Date 2010

Person Specification

Support Worker

Special Needs Care Limited

Personal Attributes

Essential/Desirable

Qualifications

NVQ (level 2) in care or equivalent D

Experience

1. Experience of working with people who have learning disabilities, E
2. Experience of Residential Care settings/supported living environments D

Knowledge/Skills/Abilities

1. Awareness of the needs of people with learning disabilities E
2. Good communication skills including the ability to understand quickly and respond sensitively to the needs of service users. E
3. Ability to produce brief reports and maintain appropriate records E
4. Ability to make and sustain meaningful relationships with people with learning disabilities E
5. Ability to work as part of a team E
6. Ability to undertake all aspects of personal care E
7. Ability to contribute to assessment and care planning and undertake key worker responsibilities E
8. Awareness of person centered planning processes D
9. Understanding of basic Health and Safety principles e.g., Risk Assessment and Manual Handling requirements D

Special Requirements

1. This post is registered as exempt from the rehabilitation of offenders' act 1974 and in accordance with the Police Act, the successful candidate must be able to maintain a satisfactory Enhanced Criminal record Disclosure in order to be appointed to the post. In this respect a Criminal Record check will be undertaken at the company's expense* prior to confirmation of appointment.

*The company will bear the cost of the CRB check, however this will become recoverable should the employee resign or be dismissed within 12 months of joining the Company.

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Date 2010
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