

## SUPPORT WORKER

**RESPONSIBLE FOR:** Supporting and enabling adults with Learning Disabilities to live successfully in their own homes by promoting independent living whilst maximising skills and abilities.

To encourage and facilitate individuals to develop and manage choice over their daily lifestyle whilst being as person centred as possible.

**RESPONSIBLE TO:** Senior Support Worker, Assistant Manager, Registered Manager

**MAIN KEY TASKS – PERFORMANCE INDICATORS** (This job description aligns with the contract of employment issued to the employee)

### SUPPORT

- Enable individuals we support to accomplish their goals and aspirations. Support individuals to make their own choices.
- Support and assist individuals we support, where necessary, with any aspect of personal, physical and emotional support as specified in their individual support plans, risk assessments and Health Action Plans.
- To work with individuals with so-called challenging behaviour as specified in their Behaviour Guidelines.
- To encourage and enable individual development. To support individuals whilst out in the community and to encourage and facilitate inclusion.

### FINANCE AND ADMINISTRATION

- Monitor and maintain financial records. Assist and support individuals, as necessary, to manage their own monies. Adhere to the financial policies and procedures and be accountable for all financial procedures.

### LIAISON AND COMMUNICATION

- To work in partnership with family, friends and significant others of those we support.
- To work in partnership with the commissioner of an individual's service (e.g. Local Authority) and all those involved with an individual's support package (e.g. care co-ordinator)
- Ability to communicate in an appropriate and professional manner, both verbally and in writing. Must be willing to undertake training in order to be able to use different communication methods that individuals may use.

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## DUTIES INCLUDING THE OPERATION OF EQUIPMENT

- If, and when, operating machinery becomes a requirement for any of the individuals supported then full training will be given prior to the staff being expected to use the machinery.
- Staff must abide by usage policies and check that the machinery is in fully working order before using any machinery used for people supported.

## TRAINING REQUIREMENTS

- Successful completion of a certified induction programme completed within the first 12 weeks of employment.
- Mandatory training to be completed in probationary period (usually 6 months).
- QCF/NVQ training to be formalised if not already completed.
- To attend Behaviour Awareness training and Breakaway (CITRUS) training when working with individuals who display so-called challenging behaviour.
- Have basic numeracy and literacy skills.
- Have a willingness to undertake training and show a commitment to team work, such as attending team meetings, reviews etc.
- Any further training to be completed as required to meet the standards of the job role and needs of individual service users.

## OTHER

- Adhere to all company policies and procedures
- To assist adults with the administration of medication as necessary. To ensure the safe storage and administration of medication and be responsible for the recording of all medication administered. To aid individuals with the ordering and collecting of prescriptions as appropriate. To adhere to all company medication policies and procedures.
- Report directly to the senior/manager any changes and/or concerns regarding any individuals you support.

**SIGNED BY EMPLOYEE AS ACCEPTANCE** \_\_\_\_\_

**DATE OF SIGNING** \_\_\_\_\_

Additional comments (if required)

**PLEASE REFER TO THE STAFF HANDBOOK FOR FULL DETAILS OF THE CODE OF CONDUCT AND RELATED POLICIES.**