

JOB DESCRIPTION

JOB TITLE: Support Worker – **Supported Living**

REPORTING TO: Team Leader

JOB PURPOSE: To support people with learning / physical disabilities who are living in their own homes in a way which respect their dignity and promotes independence.

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- Genuine interest in working within a caring environment
- Ability to communicate effectively at all levels
- Willingness to participate in vocational training including Induction and Diploma in Health & Social Care (Level 2 or 3)
- Satisfactory Police Check, 2 references and satisfactory check against the Vulnerable Adults and Children's Barred List

Desired:

- Relevant vocational qualification (achieved / working towards)
- Experience of working within a caring environment

MAIN RESPONSIBILITIES

Support:

- Encourage and support service users to develop independent living skills in identified areas of their lives.
- Encourage and support the independence of each individual, recognizing and building on existing skills.
- Undertake the role of key worker for designated service users and ensure that your role is clearly understood by the service user.
- Follow person-centred support plans and ensure that all necessary written records are completed
- Support service users with understanding and maintaining the terms of their tenancy agreement, including supporting and assisting service users in cleaning their home, to ensure risks are discussed with the service user and risk assessments are in place, which manage risks and promote independence and safety.
- Support contact with relatives, friends and volunteers and to maintain and develop a range of relationships within the community.
- Be aware of and respond to the individuals method of communication and show a respectful, positive attitude to the service users.
- Be aware of and work within JRH Support's policies and procedures including the regulations of the Health and Safety at Work Act 1974.
- Ensure service users are involved in decision making which affects them.

- Ensure the individual is involved in determining their own routine – what, when and how they do things.
- Undertake sleep-in duties where necessary
- Assist service users with democratic rights e.g. escort to polling station. Assist with postal ballot.

Communication:

- Participate in staff and service user meetings as and when required.
- Meet with your line manager for regular supervision sessions as agreed.

Training & Development:

- Maintain professional knowledge and competence.
- Attend mandatory training days/courses, on or off site, as and when required.
- Participate in relevant training to achieve required qualifications.

Health & Safety:

- Report immediately to the person in charge, any illness of an infectious nature or accident incurred by a service user, colleague, self or another.
- Understand, and ensure the implementation of JRH Support's Health and Safety policy, and Emergency and Fire procedures.
- Report to person in charge any faulty appliances, damaged furniture, equipment or any potential hazard. Where applicable, remove item from use.
- Promote safe working practice at all times.

General:

- Promote and ensure the good reputation of the Company.
- Work within the Company's Core Values
- Support the service user to reach their goals and fulfil their dreams and aspirations.
- To be flexible as the service user's needs, interests and preferences change and to support their choices.
- Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
- Notify the person in charge as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
- Pay maximum attention to security at all times. Where appropriate, ensure the security of service users' homes.
- Adhere to all Company policies and procedures within the defined time scales.
- Ensure all equipment is clean and well maintained.
- Carry out any other tasks that may be reasonably assigned to you.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. JRH Support reserves the right to amend this Job Description from time to time, according to business needs. Any

changes will be confirmed in writing. Please note that you share with JRH Support the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.