



JOB DESCRIPTION

Job Title: Support Worker

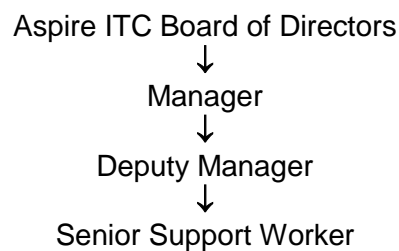
Summary of Key Role of Position

To promote and maintain the dignity and self-worth of service users and strive to achieve their aspirations and independence whilst ensuring an excellent quality of life. To encourage decision-making and place the individuals' needs and aspirations at the forefront of everything they wish to achieve.

'Valuing People' Key Principles must be adhered to:

- Rights
- Independence
- Choice
- Inclusion

Supervisory Responsibilities / Position in structure:



Support Workers ← → Waking Night Staff

Main Duties & Tasks:

YOU HAVE A DUTY TO REPORT ANY CONCERNS RELATING TO ANY SERVICE USER.

1. To assist service users with their personal hygiene requirements, ensuring that the dignity of the individual is maintained at all times.
2. To support service users to maintain a lifestyle which reflects their personal preferences. To support service users to access educational, sport and a variety of social opportunities.
3. To support service users with their holistic needs, including spiritual and emotional needs.
4. To ensure service users have maximum input with the implementation of their care support plan.
5. To work according to agreed care plans for the benefit of each individual.

6. To liaise professionally with external agencies and family members.
7. To support service users in planning their annual holiday, and to attend such holidays for up to one week each year.
8. To work according to a "rota" system, to include night shifts, weekends and bank holidays.
9. To safeguard service users from danger harm and abuse.
10. To report and document any concerns you may have about service user's health and well-being.
11. To enable service users to be treated as valued individuals of society, empowering their human rights.
12. To document and report all untoward occurrences to your immediate supervisor.
13. To ensure that service users who have some mobility difficulties are provided with the necessary aids, adaptations and external support where required.
14. To actively encourage service users to discuss their dreams and aspirations and seek ways in which these can be achieved through positive care planning.
15. To support service users to become active members of their local and wider community.
16. To support service users to attend Medical Health Appointments.
17. To support service users to access public transport.
18. To administer prescribed medication to individuals in the privacy of their own rooms.
19. To support service users to build on and improve all aspects of their daily living skills.
20. To assist service users in the management of their personal finances, including budgeting, making transactions and saving.
21. To prepare meals with / for service users whilst maintaining food hygiene and kitchen safety.
22. To be a designated key worker to service user's, to document daily progress and deterioration, to take an active role with service users to prepare documentation for annual reviews and be responsible for ensuring that care plans are reviewed and updated where necessary.
23. To attend and be an active participant in team meetings.

24. To attend scheduled training when required and to be committed to complete NVQ Level 2.
25. To comply with the homes guidelines, Policies & Procedures at all times.
26. To perform other duties that may be required from time to time by your line manager.
27. To have a responsibility to your own and others health and safety whilst at work.

Person Specification – Essential Criteria:

- Self motivated
- Patience
- Reliable
- Flexible
- Caring
- Sensitive to the needs of others
- Able to work effectively using own initiative
- Able to work effectively as part of a team
- An effective communicator

All staff are required to respect the confidentiality of all matters in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act 1998. All staff must ensure that they are aware of their responsibilities under the Health & Safety at Work Act 1974.

Manager Signature	
Date	
Employee Signature	
Date	