

Job Description – Support Worker - SLS

Job Title:

Support Worker – FEMALE ONLY

Main Purpose Of The Post:

To: Support a young lady who has a learning disability and complex needs within her own home and the community.

You will contribute to the development of her self-confidence and social skills, exploring positive opportunities to access community life. As a member of the Supported Living Team, you will develop appropriate programmes to meet the plans of people who use our service.

Relationships:

- **Responsible to:** Team Leader, Manager, Disability Service Manager
- **Liaison with:** Colleagues, Assistant Managers, Service Users

Main Tasks Of Job:

- Ensure that services offered, enable people to enjoy a high quality of life either in their own home and their community.
- Promote self-esteem and communication skills to develop friendships/relationships and opportunities to access a variety of life experiences.
- Promote pride, individuality and a welcoming atmosphere within the young ladies home
- Ensure full involvement of the person and her family in making decisions about their own lives and contribute actively to the maintenance of the health and wellbeing, through the delivery of appropriate programmes of care and support.
- Maintain and promote a positive environment by developing professional working relationships within the service, family and carers, and professionals contributing to a multi-disciplinary approach to people with learning disabilities
- Support individuals to access agreed programmes as directed by their personal plans
- Ensure accessible recording of individuals activities and personal development
- Attend any meetings that are relevant to the service
- Enable individuals to develop age appropriate activities in the wider community
- Assist with their personal care needs and contribute to regular health care assessments
- Enable the acquisition of skills to support communications, friendship building, and recreational activities
- Work closely with family and other professionals
- Advocate for the person to promote their views and ensure that those views are acted upon
- Promote positive practice of Safeguarding, Health & Safety and Mental Capacity within the workplace
- Maintain accurate and up to date records as required and assist in the monitoring and evaluating of the individuals' service provision and plans

- Participate in supervision with your line manager
- Participate in staff meetings and training programmes for the service in particular and with the charity in general
- Abide by the policies and procedures of the charity
- To work within the parameters of the Charity's policies and procedures

The above is not an exhaustive list of duties and you will be expected to perform different tasks as required by your role and the overall objectives of the charity.

Job description approved by: Susan Swarbrick (CEO) **Date:** October 2024

PERSON SPECIFICATION

(To be read in conjunction with the Job Description)

POST	Support Worker - SLS
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	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications/Attainments	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Qualifications in working with people with learning disabilities e.g. QCF (formerly NVQ) Level 3 in Care Full current Driving Licence First Aid certificate
Relevant Experience	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Working with people with learning disabilities in one to one or group work situations Supporting people with learning disability to effectively communicate Conducting assessment of strengths/needs with service users Working with carers and parents in home settings Working with adults who have complex health needs Supporting people with their personal care with dignity & respect Relevant experience of working with people in need
Special Attributes	<ul style="list-style-type: none"> Understanding of safeguarding vulnerable adults Understanding of confidentiality An understanding of the importance of empowering people and enabling their decision making Appreciate person-centred approaches to working with disabled people Appreciate the rights of disabled people to enjoy an inclusive environment within a social/rights model of disability Able to work using own initiative & unsupervised in the community Communicate effectively, verbally and in writing using methods appropriate to service users 	<ul style="list-style-type: none"> Ability to work in an empowering style Ability to keep good time and manage own time effectively Record keeping and report writing Ability to act as key worker Ability to adhere to appropriate risk assessments Moving & handling skills

	<ul style="list-style-type: none"> • Be in sympathy with the Vision, Mission and Values Statement and the ethos of the Service • Willingness to work flexible hours, including weekends, evenings, shifts/rota, where this is to the benefit of the Service User and within other Caritas Care teams when requested • Commitment to equal opportunities • Positive attitude to people with disabilities • Willingness to undertake training, e.g. QCF (formerly NVQ) Level 3 or equivalent • Willingness to undertake training to administer procedures and medication necessary to meet individual health needs • Appreciate the principles of self-help and user involvement • Respect for the different cultures and beliefs of others • Positive approach to working in partnership with parents & carers and work within the principles set out in 'Valuing People Now' • Be able to communicate and relate positively to carers, providers managers and other professionals • Willingness to consent to a Disclosure & Barring Service check • Willingness to handle large wheelchairs where used by some service users 	
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Person Specification approved by: Susan Swarbrick (CEO)

Date: October 2024
