



JOB DESCRIPTION

POST : SUPPORT WORKER

LOCATION :

ACCOUNTABLE TO : UNIT MANAGER

PURPOSE OF POST:-

To assist in the provision of support for people with learning disabilities and mental illnesses and or challenging behaviour.

SUMMARY OF DUTIES AND RESPONSIBILITIES:-

- 1] To assist in delivery of services for people with learning disabilities who also have a challenging needs / mental ill-health.
- 2] To maintain written records and provide written reports as required
- 3] To collect and provide information necessary for assessment, planning and evaluation of care.
- 4] To bring to the attention of senior staff any eventuality which may impair the quality of the service.
- 5] To attend in-service and external training as appropriate and agreed with senior staff.
- 6] To work flexible hours in response to service needs.
- 7] To liase with other professionals as necessary in the residents' best interests.
- 8] To participate in other training provided by the team and to agree and fulfil a rolling twice a year programme of personal skills / knowledge development in specialist aspects of care.
- 9] To be able to research and organise community participation, training, recreation and occupational activities.
- 10] To work as Linkworker for residents as identified by the Manager.
- 11] To escort and support clients on community outings, appointments, and day care activities as necessary.

12] Carry out any other reasonable duties of which the post-holder is competent.

Additional Information:-

13] In addition to the duties and responsibilities listed, the post holder may be required to perform other duties to facilitate the smooth running of the home.

14] This job description will be revised regularly to take account of changes within the organisational structure, local and national policies.

15] All duties must be carried out in accordance with the Company's policies and procedures.

16] The post holder must at all times respect the confidentiality of information available to them through their work

17] First Choice Care Services is non-smoking organisation and you are therefore required not to smoke in any of the Company's buildings unless within designated areas.

18] You may be required from time to time to work at other sites within the organisation.

19] First Choice Care Services is an Equal Opportunities employer and you will be expected to comply with equal opportunities and procedures.

20] To be aware of own responsibilities under the Health and Safety Act.

Personal Development:-

21] To undertake successfully all mandatory courses and any other training that may be identified by the Manager or by the Company.

PERSON SPECIFICATION

- ◆ To have effective communication skills both verbally and written.
- ◆ To have some knowledge of ill-health conditions prevalent in people with learning disabilities.
- ◆ To be able to provide hands on care to residents.
- ◆ To be able to carry out delegated duties.
- ◆ To be able to work independently and be seen to manage time.

- ◆ To have an understanding of clients that present with mental health problems or challenging behaviours.
- ◆ To be able to listen and understand residents' needs.
- ◆ To be aware of client confidentiality.
- ◆ Possession of a clean driver's licence is a distinct advantage.
- ◆ To be able to provide verbal and written reports.