



Job Description

Job Title	Support Worker
Reporting to	Care Co-ordinator / Team Leader

Main purpose of job:	As a Support Worker you will be required to promote the independence of the people we support by pro-actively creating new ways to improve the quality of a person's life by following carefully tailored care/support plans.
Main duties & responsibilities:	<p>Daily Living</p> <ul style="list-style-type: none"> • To assist individuals to meet their personal care and grooming needs as identified within their care plans including; <ol style="list-style-type: none"> a. Administering medication in accordance with company policy. b. Assist with housekeeping and the planning and preparation of meals. c. Promoting health and wellbeing. d. Assisting individuals with reduced mobility. e. General budgeting. <p>Community</p> <ul style="list-style-type: none"> • To support individuals e.g. <ol style="list-style-type: none"> a. In social and recreational activities. b. Assisting with medical appointments. c. Attending educational establishments. • The opportunity to support individuals on their holidays. <p>Companionship</p> <ul style="list-style-type: none"> • Building, maintaining lasting professional relationships with the people we support. • Taking the initiative to gain the individuals trust. • Assisting with individuals emotional, social and spiritual needs whilst encouraging independence and choice. <p>Record Keeping</p> <ul style="list-style-type: none"> • To contribute to the development of care plans based on assessed needs of identified service users ensuring they are reviewed on a regular basis. • To assist with written progress reports as agreed with relevant purchasing agencies and to attend reviews. • Maintain records for individuals and report injuries or unusual occurrences in accordance with company policy. • Read Care Plans, Communication book and diary on a daily basis contributing information as necessary.

Personal Development

- Together with a supervisor, identify learning needs through the appraisal and supervision process.
- Attend Medication administration training and then be observed/supervised in accordance with company policy.
- To undertake health and safety and other mandatory training as and when required.
- To undertake training in de-escalation, deflection, break away strategies and physical intervention (Securicare)

The above list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the business as a whole.

Person Specification

Job Title	Support Worker
Skills	<ul style="list-style-type: none"> • Good communication skills. • Operates within the boundaries of confidentiality. • Team player • Competence to work on own initiative. • Capability to promote an independent lifestyle. • Good time keeping skills • Adaptable to changing environments • Positive and proactive attitude
Experience	<ul style="list-style-type: none"> • Working with adults who have a learning disability (desirable) • Working one to one with the individuals we support within a community environment. • Advantageous if individual has experience of record writing relating to the care setting.
Knowledge	<p>Advantageous but not essential, basic understanding of:</p> <ul style="list-style-type: none"> • Community Care Act and National Care Standards • Health and Safety • Person Centred Planning • Adult protection • Challenging Behaviour • Mental Capacity Act
Qualifications/ Education/ Training	<ul style="list-style-type: none"> • LDQ Award / NVQ 2 /Diploma level 2 or willingness to work towards. • Any other relevant training
Other requirements	<ul style="list-style-type: none"> • Car driver would be an advantage. • You will also be required to follow a shift pattern, but still work flexibly in order to meet the needs of the services within TLC Care and Support. • Demonstrate an appropriate philosophy of care which is consistent with the values of the service. • Ability to work under pressure.