**JOB DESCRIPTION**

This Job Description does not form part of your contract of employment. The duties laid down in this job description may change from time to time following a review and in consultation between the post holder and their line manager.

**Title of Post:** Support Worker

**Purpose of Job:** a) Supporting residents and ensuring their daily needs are met

 appropriately

 b) Domestic support including cooking, cleaning and laundry

**Accountable to:** House Co-ordinator & Assistant House Co-ordinator, Care and Support

Management Team

**Responsible for:** Residents (supporting the HC, AHC & SSW)

**Collaborate with:** Residential House Team, Workshop Leaders, Care & Support Team

**1. GENERAL RESPONSIBILITIES**

* Support residents on a daily basis and ensure their needs are met in line with Corbenic’s value statement and fully aligned with current regulatory guidance and Corbenic Policies across key areas including:
	+ - Administration of medication
		- Incident management
		- Safeguarding
		- Care planning and risk assessment
		- Management of resident finances
* Providing holistic care and support taking into account all aspects of residents’ needs, wishes and preferences
* Ensure to provide high quality person-centered support based on support plans

**2. CARE PROVISION**

* Assist & Support residents attending health care appointments and external reviews as required, which may involve driving duties
* Take an active part in working shifts each week, involving morning, evening and weekend work and provide personal care according to the needs of the house
* Supporting residents to use their preferred method of communication, implementing communication aids
* Supporting residents to engage in daily programs including attending morning and afternoon workshops as well as other activities
* Support residents in accordance with their personal care plan and promoting and respecting resident’s individual needs, requests and wishes
* Provide all aspects of personal care as required
* Administer medication to residents as and when required in compliance with Corbenic’s ‘Management of Medication’ Policy
* Take responsibility for the residents’ rooms, ensuring it is safe, tidy and personal, based on individual residents’ needs and wishes
* Incident reporting and following through on actions as and when required

**3. CARE AND SUPPORT PLANNING**

* Contribute in care planning process by providing input to senior residential staff based on observations when working with residents
* Ensure that residents’ meal choices are met whilst maintaining a healthy and balanced diet
* Collaborate and liaise with other domestic and workshop care staff to ensure a team approach for care planning is taken
* Act as advocate for residents by promoting their rights, independence and personal choices in an objective manner
* Promote residents’ choices
* Assist in the implementation of resident holidays

**4. DOMESTIC SUPPORT**

* Domestic duties such as cooking, cleaning and laundry
* Ensuring these tasks are completed to a high standard in compliance with regulatory requirements

**5. REGULATORY COMPLIANCE**

* Adhering to and promoting the Health & Social Care Standards, SSSC Codes of practice & Corbenic Standards and Value Statement
* Follow and meet the above standards and all other Corbenic policies.
* To maintain the confidentiality of information relating to residents, students, volunteers and staff
* Take an active ownership of maintaining excellence throughout all areas of support provided to residents, flagging up issues/breaches in policy with the HC/AHC
* To treat all residents, staff and volunteers fairly, equally and with dignity and to follow equality, diversity and inclusion policies and guidance
* Contribute in completing existing monitoring systems where relevant, to ensure the health and safety of residents, staff and volunteers, including fire folders, cook-safe folders, cleaning schedules, etc.
* Ensure SSSC registration is current/maintained and under the correct part of the register
* Active participation and completion of required SSSC qualification/s within the stated period of registration
* To ensure compliance with all relevant laws, regulations, guidance, policies, procedures and best practice

**6. FINANCIAL RESPONSIBILITIES**

* Support residents purchasing goods and services where required

**7. CAMPHILL ETHOS**

* To be fully aware of Corbenic Camphill community values and work in such a way as to uphold and contribute to these values.
* To be present and actively participate in key festivals throughout the year if requested to, which may occasionally involve work outside of normal contracted hours.
* Promote Camphill Home Making to ensure what the residents receive is a genuinely warm home environment.
* To work in such a way to contribute to Corbenic’s objective to reduce waste and not cause harm to the environment.

**8. OTHER**

* Working in collaboration with other staff/volunteers at the house and the wider community
* Be sufficiently flexible and able to respond to the houses and residents’ changing needs and circumstances, including regular weekend work
* All staff must be able to form and maintain positive and active relationships with residents
* Contribute to community sleepovers as required on a rotational basis
* Actively engaging in CPD, training and learning and development opportunities including contributing to your own and other staff Personal Development Plans.
* To attend mandatory and elective training.
* Maintain meeting records and resident notes.
* Making proper use of IT and email and communicating using IT software provided.
* To help out with other duties, as and when required, under the instruction of the line manager or Care & Support Management Team.
* Take part in shadowing process for staff.
* Ensure to use appropriate channels of electronic communication, i.e. work email
* To actively participate in support and supervision sessions, appraisals and team meetings
* To carry out other duties to meet Corbenic’s needs as requested by the Community Director and other Senior Leadership Team staff

**PERSON SPECIFICATION**

**Essential Criteria**

* Demonstrates a suitable attitude towards care work and personal values align with Corbenic’s

**Desirable Criteria**

* Experience working in any care role
* Relevant Qualification (SVQ in Health & Social care or equivalent)
* Relevant Care training
* SSSC membership
* Full drivers’ licence (manual)

**Values and Personal Attributes**

* The ability to be self-aware and understand yourself and others
* The ability to build trust and recognise the importance of relationships
* The ability to promote dignity and fairness
* The ability to engage with others and support inclusion
* The ability to meet the performance standards for care and support staff (below)
* Ability to demonstrate the behaviour standards expected (below)
* Resilient

**Performance standards for care & support staff at Corbenic (Corbenic Camphill Standards / Health & Social Care Standards & SSSC Code of Practice)**

1. I provide high quality responsive care & support that meets our residents’ needs, supports their well-being and develops their skills.
2. I include and involve our residents in all decisions about their care and support
3. My practice develops residents’ confidence in myself and in Corbenic and reflects the Camphill philosophy of life-sharing
4. I actively promote a high-quality environment where I treat our residents with dignity, equality, respect and compassion.

**Behaviours demonstrated by care & support staff at Corbenic:**

1. I can respect and promote the rights and interests of our residents
2. I can create and maintain the trust and confidence of residents and the wider community
3. I can promote our residents’ dignity and independence and protect them from harm
4. I can take responsibility for improving my knowledge and skills