

## JOB DESCRIPTION

**Job Title:** Support Worker

**Responsible to:** Service Manager/Registered Manager

### JOB PURPOSE STATEMENT:

To provide a high standard of person-centred support to children and adults with learning disabilities in all aspects of their daily life.

### Duties and Responsibilities:

1. Support service users in all aspects of daily living adhering to Archway's Policies and Procedures, Health and Social Care Standards, SSSC Codes of Practice and other relevant legislation at all times.
2. Promote the principles of care and the rights that these reflect for service users; dignity, privacy, choice, safety, realising potential, equality and diversity; throughout all aspects of care and support.
3. In conjunction with service users, parents/carers, other staff and professionals, develop and implement person-centred care and or support plans that meet the needs and choices of service users.
4. Act as a Keyworker for a number of service users, ensuring their care and or support plans are updated, monitored and reviewed on a regular basis as well as ensuring reviews take place as per Procedure.
5. Contribute to the protection of service users from harm by following relevant legislation, Archway's Policy and Procedures, local guidelines and by creating a safe and caring environment.
6. Provide high quality care and support, promoting independence, choice and involvement whilst taking into account physical and emotional wellbeing.
7. Promote service user involvement in all aspects of your work.
8. Be responsible and accountable for all actions and duties undertaken.
9. Ensure all activities meet with relevant organisational and statutory policies, including health and safety, employment and equality laws. This includes adhering to the SSSC Codes of Practice for Social Service Workers, Health and Social Care Standards and any contractual requirements.

10. Develop and maintain effective internal and external working relationships with staff and professionals.
11. Provide personal care, health care support and administer medication to service users, as required, following relevant procedures. This may involve intimate and invasive procedures such as administration of emergency medication and Gastrostomy feeding.
12. Accurately report and record any accident or incident as per Archway's Policies and Procedures.
13. Undertake household duties as required, such as cooking and cleaning.
14. Take all reasonable steps to ensure that your place of work (including the home of any service user) is safe for you, any service user and any relevant third party.
15. Work shifts as part of a rota which may include regular evenings, weekends, and sleep-overs.
16. Be responsible for and develop one's own skills, knowledge, and practice in the field of social care by undertaking relevant training opportunities identified and organised as well as completing relevant qualifications required for registration with SSSC.
17. Maintain registration with appropriate registered body.
18. Participate in regular supervision and performance and annual reviews with the line manager.
19. Undertake any other duties which are related to the responsibilities of the post and which may be delegated by the line manager, this may include working in other services as required.

## Person Specification - Support Worker

<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<ul style="list-style-type: none"> <li>• A care related SVQ 2 or equivalent and other qualifications as determined by the SSSC, with demonstrable experience.</li> </ul>	<ul style="list-style-type: none"> <li>• A care related SVQ 3 or equivalent and other qualifications as determined by the SSSC, or the ability and willingness to achieve the qualification(s) within a specified timescale.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of caring and supporting people, this can be personal, voluntary or work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working and supporting people with learning disabilities.</li> </ul>
<ul style="list-style-type: none"> <li>• A commitment to putting Archway's purpose, aims and objectives into practice along with Health and Social Care Standards, SSSC Codes of Practice and Archway's Policies and Procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant training e.g. first aid, food hygiene, moving and handling, epilepsy awareness etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Willingness and ability to carry out care and support tasks such as mealtime assistance, personal care, administration of medication, supporting service users to access activities, household duties and cooking.</li> </ul>	<ul style="list-style-type: none"> <li>• Full clean driving licence.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to work as part of a team and on own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• MiDAS (Minibus Driver Awareness Scheme) Certificate, including both theory and practical components.</li> </ul>
<ul style="list-style-type: none"> <li>• Good communication skills – written and verbal and good interpersonal skills.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able and willing to work shifts, including evenings, weekends and sleepovers.</li> </ul>	
<ul style="list-style-type: none"> <li>• Willingness to undertake any relevant training and to put learning and development into practice.</li> </ul>	
<ul style="list-style-type: none"> <li>• The ability and willingness to carry out the duties and responsibilities as detailed in the Job Description.</li> </ul>	