

Job Profile

Position Details	
Post	Support Worker
Service Area	Deputy Chief Executive , Adult Social Services, Learning Disabilities
Reports to	Team Leader
Grade	Scale 3
Job Family	To be completed by HR

Role Purpose
<p>To provide high quality and consistent standards of care and to support to people in carrying out day to day activities in a person centred way.</p> <p>To support people to access the service safely via any means of Transport identified in the person's support plan.</p> <p>To assist in the promotion, development and support of activities which enable users to participate in their local community.</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. To understand and to implement on a daily basis, the council's policies regarding equality of opportunity. 2. After training, to assist people with aspects of personal care, eating and drinking. 3. To support and maintain improvement of people's mobility through exercise and use of mobility appliances. 4. To work alongside staff in encouraging people to pursue activities which meet their cultural, religious or emotional need. 5. To support people using appropriate communication to meet their needs. 6. To be in full charge of the people on the vehicle and are responsible for their safety and general well being. 7. Be the responsible person for seeing people safely on/off the vehicle. 8. To collect the person from a responsible person and return them to their front door, to a responsible adult. 9. Ensure the people are safety seated wearing their seatbelts before the transport moves off, unless there otherwise stated in the person' support plan.

10. To ensure wheelchairs are securely fixed to the body of the vehicle.
To sit in the main body of the vehicle once the service users are on board, in order to be able to assist if a problem arises.
11. To be the first person on the vehicle after the driver and the last to leave.
12. Ensure you return to the address of the person who you were unable to return home and remain with the person until a responsible adult takes over.

Generic Responsibilities

13. To support people in a professional and timely manner to ensure all outcomes are delivered for people to have more control over their lives.
14. To support people to make a personalised plan of support.
15. To maintain records effectively and accurately.
16. To assist staff with planning activities and in delivering them
17. To ensure that Health & Safety responsibilities are adhered to at all times and are carried out in line with council policies and legal requirements
18. To understand and to implement the Councils Safe Guarding of Vulnerable Adults policy.
19. Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, i.e. Hazardous materials and relevant processes/legislations etc.
20. Maintain general indoor housekeeping of the Community Hub.
21. Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements.
22. To wear appropriate name badge, (as long as this does not represent a ligature risk) clothing and shoes whilst on duty.
23. To attend staff meetings as required.
24. To undertake any additional duties commensurate with the grade and overall aims of the post.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. Experience of working with people with learning disabilities and autism	Desirable
2. To demonstrate a good standard of verbal and written communication skills	Essential
3. Able to communicate clearly and sensitively with a range of people	Essential
4. Able to demonstrate an interest in working with people with a learning	Essential

disability.	
5. Ability to demonstrate a willingness to learn and to develop	Essential Desirable
6. Understanding of what makes a good team member	Essential
7. Able to work in a safe manner and to be aware of the safety of people.	Desirable
8. Some understanding of the diverse needs of local residents and how this may impact on the work of the home or centre	

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <p>Family carers, external organisations, team leaders</p> <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
Please provide organisation structure chart.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
✓				
Are the staff based at the same work location?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				Yes/No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	yes	5%	Use of a computer.	yes	10%
Audio typing.	no		Crisis or conflict situations.	No	
Walking more than a mile.	no		Manual handling.	yes	30%
Working alone or in isolation.	yes	10%	Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	yes	10%
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	yes	5%	Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	yes	30%	Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

None

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

No

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

No

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

No

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

No

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:

No