



JOB DESCRIPTION

TITLE:	SUPPORT WORKER
QUALIFICATIONS:	N.V.Q., Level II or equivalent (or willing to work toward)
REPORTS TO:	Senior Support Worker
ACCOUNTABLE TO:	Manager & people we support
HOURS:	To provide 24 hour support which includes, unsocial hours, weekends, Bank Holidays & sleep-ins.

ROLE SPECIFICATION:

To provide whatever help and encouragement is required by the person we support to take control of their life. It is likely that to achieve this, the person receiving support will require support from a number of different people, including friends, family, professionals. It will therefore be necessary for the support worker to respect and work co-operatively with others enabling the person we support to live in their home within their local community, based on the individual's preferences/needs within the framework of their Plan and Working Policy.

Incorporated duties include:

- To recognise and respect at all times that you are a guest in the person we supports home
- To treat people we support at all times, as an adult and a unique individual, recognising their rights to make choices and their rights to dignity, individuality, sexual preference, love, friendship and respect and to support people we support in the responsibilities that accompany these rights
- Assisting people we support in developing their skills, facilitating access and enrolment in further education/community education, college course, if applicable.
- Pursue desire for paid or unpaid employment by liaising with employment agencies, employers etc., if applicable.
- Support people in learning/developing skills in communication, domestic tasks, personal care, social situations.

- Assisting people to participate fully in the community by developing a range of valued activities outside their home, promoting real choice by giving opportunities to try different options.
- Assisting people we support to maintain and develop a range of relationships within the community including friends, neighbours and other social contact.
- Ensure a high standard of personal care which may include assistance with personal hygiene, washing, dressing, using the toilet, eating, and drinking.
- Provide practical assistance to people we support in carrying out everyday living tasks of whatever level they need, to enable them to live as comfortably safely and independently as possible, tasks include cooking, gardening, pet care, home maintenance.

Promote people we support in health and wellbeing by:

- Supporting them to ensure their primary healthcare needs are met by accessing appropriate facilities for medical, dental, optical treatment etc.
- Ensure emotional/psychological needs are supported and monitored.
- Ensure medication is handled, administered, recorded and stored in accordance with Oswald House Policies and Procedures.
- Support them with their financial transactions as per Oswald House Policies and Procedures.

Enable people we support to take growing control in all areas of their life taking account of their level of experience, ability and understanding by:

- Ensuring people we support are involved as far as possible in decision making which affects them.
- Ensuring people we support are as involved as far as possible in determining their own routine – what, when and how they do things.

Responsibilities

To facilitate good quality services for people we support by contributing to creative planning and person centred approaches to ensure that their life moves in the direction they choose. The team must ensure that the service is as invisible as possible within their lives.

- If required lead Person Centred Planning process in partnership with the manager and their support team and members of their circle of support.
- To continually seek to provide support in ways which utilise natural support.
- To at all times communicate respectfully and appropriately to, with and about the people we support
- Communicate regularly with members of the team and attend regular team meetings
- Act as an advocate for people we support where appropriate.

- Ensuring that all possible and appropriate leisure and hobby activities are pursued and if suitable undertaken.
- Assist people s with their personal shopping where required.

Team Responsibilities

- To communicate effectively with other team members, participating constructively in team meetings, contributing to and putting into effect decisions made in respect of the people we supports working policy.
- Support other members of the team in their work.
- To provide written records/reports as required.
- To maintain household finances as required and as per Oswald House Policies and Procedures.
- To participate in relevant opportunities for training and development and attend all mandatory Training.
- To maintain confidentiality in respect of people we support, employees and the organisation.
- To ensure that all Oswald House principles/policies are strictly observed and adhered to at all times.

This job description is not exhaustive and should be taken only as a general outline of the duties of the post holder. It may be reviewed and varied periodically with due notice.

By signing below I can confirm that I have read and understand the job description.

Name _____

Signed _____

Date _____

Oswald House Care Home Ltd
PERSON SPECIFICATION

Job title: Support Worker

Knowledge :	Understanding the rights of people with a disability	E
	Understanding of needs of people with a disability	E
Skills :	Self-Motivation	E
	Willingness to be adaptable	E
	Ability to be imaginative	D
	Ability to establish a good relationship with people	E
	Reliability and commitment	E
Experience :	Being with people with a disability	D
	Previous work in the Care Sector	D
	Working as part of a team	D
Qualifications :	N.V.Q., Level II or above (or willing to work towards Level II) Completed within 12 months of completing your probationary period.	E
Circumstances :	Prepared to work evenings and weekends	E
	Prepared to Lone work	E
	Car owner and clean driving licence	D
	Live locally	D

E = Essential D = Desirable