



Empowered Lives
Positive Outcomes • Positive Futures

**Job Description
Support Worker
(Social Care)**

Job Description

TITLE: EMPOWERED LIVES LIMITED
SUPPORT WORKER

REPORTS TO: SERVICES MANAGER

HOURS: To provide flexible support which includes, unsocial hours, weekends, Bank Holidays or sleep-ins.

ROLE SPECIFICATION:

To provide whatever help and encouragement is required by an individual for them to take control of their life. It is likely that to achieve this, the person receiving support will require aid from a number of different people, including friends, family, co-Service Users. It will therefore be necessary for the support worker to respect and work co-operatively with others enabling the individual to live in their own home within their local community, based on the individual's preferences/needs within the framework of the Support Plan and Risk Management Strategy. Depending on how a service user wishes; Support Worker may additionally be allocated the role of keyworker for a particular individual/Service User.

Incorporated duties include :

Assisting individuals in developing their skills, facilitating access and enrolment in further education/community education, college courses.

Pursue the individual's desire for paid or unpaid employment by liaising with employment agencies, employers etc., with the individual.

Support the individual in learning/developing skills in communication, domestic tasks, their own personal care (not carrying out personal care task for them), social situations.

Assisting the individual 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 individual to maintain and develop a range of relationships within the community including friends, neighbours and other social contact.

Ensure the service user has the ability to maintain a high standard of personal care which may include helping the service user and working alongside their care manager to signpost and seek appropriate home care agency workers so that they have correct level of assistance with personal hygiene, washing, dressing, eating, drinking but this excludes carrying out these task for them.

Provide practical assistance to individuals in carrying out everyday living tasks of whatever level they need (excluding providing any hands on personal care), to enable them to live as comfortably safely and independently as possible, tasks include cooking, gardening, pet care, home maintenance.

Promote individual's health and well being by:

- Supporting individuals to ensure that 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 individual's medication is handled, administered, recorded and stored in accordance with 'Empowered Lives Limited' Policies and Procedures.
- Support individuals in their financial transactions as per 'Empowered Lives Limited' Policies and Procedures.

Enable each Service User to take growing control in all areas of their life taking account of their level of experience, ability and understanding by :

- Ensuring the Service Users are involved in decision making which affects them.
- Ensure the individual is involved in determining their own routine – what, when and how they do things.

Key Worker Responsibilities

Participate in the assessment of individual needs in partnership with the Manager and members of any Multi Disciplinary Team.

Participate in the planning, implementation and evaluation of individual Support Plans in partnership with the service user and Manager.

Lead Individual Person Centred Planning process in partnership with the Manager

In conjunction with the Manager, communicate regularly with members of any Multi Disciplinary Team keeping them informed of progress and any important changes.

Acting as an advocate for the individual where appropriate.

Ensuring that all possible and appropriate leisure and hobby activities are pursued and if suitable, undertaken.

Ensuring that individual clothing requirements are catered for.

Assist with personal shopping where required.

Support contact with relatives, friends and volunteers.

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 individual Service Users/general management of scheme.

Support other members of the team in their work.

To provide written records/reports as required by the manager

To take up relevant opportunities for training and development and attend all mandatory Training.

To maintain confidentiality in respect of individual Service Users, employees and the organisation.

To ensure that all 'Empowered Lives Limited' 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 postholder. It may be reviewed and varied periodically with due notice.

PERSON SPECIFICATION

Job title : Community Support Worker

	Disabled Candidates are guaranteed an interview if they meet the essential criteria	
Knowledge : Experience	Understanding the rights of people with a disability/support need	E
	Understanding of needs of people with a disability/support need	E
	(Knowledge of the 5 Accomplishments- Community Presence, Relationships, Choice, Competence)	D
	Knowledge of Developmental Disabilities (willingness to gain knowledge within 12 months of beginning the post)	E
	Knowledge of tenancy issues/housing law (willingness to gain knowledge within 12 months of beginning the post)	D
Previous experience(paid or voluntary)of working with adults who have a support need and or a learning disability	D	
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
Qualifications :	N.V.Q., Level II or above (or willing to work towards Level II)	D
	Educated to GCSE Level	E
Circumstances :	Prepared to work evenings and weekends	E
	Prepared to Lone work	E
	Car owner and clean driving licence	D
	Live local	D

E = Essential D = Desirable