

NEW PROSPECTS ASSOCIATION LIMITED

JOB DESCRIPTION

SUPPORT WORKER

Introduction

New Prospects has a model of support that focuses on the skills and abilities of people with learning disabilities. Inspired by those we work with, together we help people build the life they want, and strengthen the communities in which we are placed.

New Prospects is registered under the Co-Operative and Community Benefit Societies Act with charitable status (Reg Number 27248).

Currently we support people in Newcastle, North Tyneside, Gateshead and Northumberland. We provide day services, outreach and enabling support, and independent supported living.

Overall job purpose

The Support Worker post is an opportunity to provide support in a person centred way, supporting community connections, creating employment opportunities and helping people to establish a network of relationships - both taking the initiative and working closely colleagues with a "can do" approach in line with the Organisation's values. The Support Worker also provides personal assistance to people who require it; this includes personal care e.g. practical help to wash, bathe, and cook meals. This position is an opportunity to work creatively with people. New Prospects emphasises a team approach to work.

Line Management

The Support Worker is managed by a Support Manager, assisted by a Lead Support Worker in some places. The Support Manager reports to a Service Manager. Final responsibility for New Prospects' activities rests with a voluntary Board of Trustees who delegates day-to-day operational management responsibility to the Chief Executive.

Hours

The Support Worker working hours can be anything up to 39 hours a week, depending on the needs of the people we support. New Prospects operates flexible working hours linked directly to the needs and wishes of the person supported. Whilst every effort will be made to ensure that working life is not made unreasonable, this post involves working at weekends, evenings and bank holidays as part of the service provided to local people with learning disabilities.

Training

You will be required to attend training and participation in staff meetings and staff performance reviews as required to develop relevant knowledge and skills.

Equal Opportunities

All New Prospects staff are required to implement the Organisation's equal opportunities policy in their day-to-day work for New Prospects.

Specific Responsibilities

Support

1. To provide support to a person with learning disabilities by implementing their individual support plan.
2. To deliver all support in a person centred way, working with the person you support to realise their goals and ambitions.
3. To respond positively to changing needs.
4. To manage risk effectively.
5. To maintain accurate records as required.

Personal Assistance

6. To provide assistance to a person with learning disabilities to care for themselves, and their home.
7. To perform personal care tasks for a person with learning disabilities with their consent when they require such assistance.
8. To prompt self management or assist a person with learning disabilities to take their medication.

Inclusion (when required by the individual support plan to implement one or more of the following):

9. To support a person with learning disabilities to participate in their community.
10. To respect and uphold a person with learning disabilities' housing rights and responsibilities.
11. To develop and support the financial independence and welfare needs of the person, including benefit maximisation, employment, supporting them to have holidays, or take part in daytime activities.
12. To support people with welfare benefit issues affecting their access to work.
13. To support a person with learning disabilities to develop a network of friends.
14. To support a person with learning disabilities to meet their cultural and spiritual needs.
15. To support a person with learning disabilities with relationships with their family, neighbours and partner.

Working with Others

16. To work within a community connections framework and within the Association's structures, delivering greater community participation and inclusion for the person you support.
17. To attend regular meetings of the team with the person you support and specifically give and receive support and advice to and from other workers in the team.
18. To provide advice to and occasionally work in joint projects with others. To strengthen community groups and resources.
19. To implement involvement initiatives and to encourage people to develop their own participation activities.

Community connections and networking (when required by the individual support plan to implement one of more of the following):

20. To support a person with learning disabilities to enjoy their home and build positive relationships with their immediate neighbours
21. To support a person with learning disabilities to be aware of community resources, organisations, groups, events and activities and to play a full part in community life.
22. To develop productive partnerships with purchasers, social services, health agencies, housing providers, housing benefit and other agencies that are involved in the life of the person you support.
23. To ensure effective monitoring and evaluation of work with the person you support by participating fully in review and other meetings connected to promoting the well being of the person you support. To ensure that monitoring requirements within your area of responsibility are met.
24. To participate in producing an Individual Support Plan with the person you support and to regularly update it.

Team

25. To be an active member of the Association, promoting team work, contributing to the development of the service, and participating where possible and in consultation with the Support Manager/Lead Support Worker in joint projects.

Finance (when required by the individual support plan to implement the following):

26. With the Support Manager/Lead Support Worker, to support a person with learning disabilities to control and manage their individual budget.

Other duties

27. To undertake such other duties as may reasonably be required.

Person Specification

Requirements	Essential / Desirable	**Method of Assessing
Experience in:		
Working with vulnerable people, this can include family caring responsibilities.	Desirable	AF, I
Planning and managing your own workload	Essential	AF, I
Planning and listening to vulnerable people.	Desirable	AF, I
Knowledge		
A demonstrable understanding of the issues faced by people with learning disabilities.	Desirable	AF, I
Knowledge of the issues faced by the local community and of your own strengths and abilities and how they may benefit the community.	Desirable	I
Skills and abilities to:		
Find out about any specific physical social, emotional or cultural needs of the person you support and be able to meet them	Essential	AF,I
Enable the person you support to make choices and decisions with support from advocates if necessary.	Essential	I
Understand and challenge prejudice, discrimination and oppression.	Essential	AF, I
Enable the person you support to communicate effectively.	Essential	AF, I
Communicate effectively with people with learning disabilities and within the staff team	Essential	AF, I
Promote a healthy and safe environment to the person you support	Essential	AF, I
Enable the person you support to participate in community life	Essential	AF, I
Understand and respect confidentiality	Essential	AF,I
Enable the person you support to make and or maintain friendships	Essential	AF, I
Build positive relationships with other people	Essential	AF, I
Keep clear and accurate records	Essential	AF, I
Promote the protection of people with learning disability from abuse and neglect	Essential	AF, I
Enable the person you support to achieve their potential	Essential	AF, I
Enable the person you support to access education, employment and leisure facilities	Essential	AF, I
Develop own skills and understanding through training and other opportunities	Essential	AF, I
Understand the Organisation and its roles and responsibilities	Essential	AF, I
Understand New Prospects' policies and procedures	Essential	AF, I
Get involved in person centred planning assessment and review where necessary	Essential	AF, I
Assist the person you support with personal care tasks if required	Essential	AF, I
Directly support or assist with medication	Essential	AF, I
I.T Skills	Desirable	AF,1
Aptitude		
A commitment to the values of the Association, team work and to mutual support	Essential	AF, I
A positive value base in working with people with learning disabilities	Essential	AF, I
A commitment to working in partnership with people we support, families, carers, other service providers, and colleagues.	Essential	I
Show a good record of time keeping and attendance at any previous place of work.	Essential	AF, I
Ability to work through difficulties from beginning to end	Essential	AF, I
Commitment to own personal and professional development.	Essential	AF, I
Personal Qualities		
Flexibility and the ability to be able to respond to unexpected priorities	Essential	AF, I
Ability to multi-task and work through challenges seeking appropriate support when necessary.	Essential	AF, I

** Method of Assessing to reach decisions in short-listing applicants..

AF = Application Form; I = Interview.

