NEW PROSPECTS ASSOCIATION LIMITED

**Job Description**

**Job Title:** Support Worker

**Responsible to:** Community Support Manager

**Association Aim:** To promote and support the enjoyment by people with learning disabilities, of high quality services and living accommodation according to their preferences and needs.

**Responsible for:** To enable people with learning disabilities to live

valued and fulfilled lives, providing personal care as appropriate to their needs, and to enable each person to make full use of the opportunities available to them in the community.

**Duties:**

* To contribute to the provision of a homely atmosphere and support people in the house to use local facilities and services
* To assist and enable each person to achieve maximum independence and high standards in their own personal care, enabling them to undertake household tasks as appropriate
* To provide counselling and support to each tenant and undertake housework and other household tasks, as required
* Participate in planning and implementing individual care plans, acting as a keyworker, where appropriate, in order to enhance each person’s development and independence
* Accompany the tenant to local amenities, which may include driving them, to assist them in tasks such as personal and household shopping, collecting medication and allowances
* Ensure each person’s physical, emotional and spiritual needs are met. This includes assisting individuals to discover options, understand connecting issues, enabling them to make informed choices and assisting them in implementing those choices
* Maintain close contact with neighbours, friends and families, promoting community presence and participation
* Administer medication in line with the Association’s policies and procedures
* Adhere to standard policies and procedures, including the contingency plan, to ensure good working practices, health and safety, whilst ensuring a high standard of support and care is maintained
* Accompany and support people living in the house to various activities, meetings, events and holidays in order to extend a wide range of leisure experiences
* Record and report all messages, mishaps, accidents/incidents or other unusual occurrences and complaints, as per the Association’s policies and guidelines, for action by the senior member of staff on duty or duty manager
* To take appropriate steps to protect and safeguard electronically stored information, within the jobholders control, and ensure that such information is available to (only) authorised users on request
* Maintain effective communications and working relationships within the team, to ensure all relevant information is available to all staff
* Develop effective working relationships and co-operate with other professionals involved in meeting specific needs and preferences of individuals
* To participate and actively contribute to the team, working together to agreed standards, and continually look to improve the services provided by the Association
* Attend relevant development/training programmes as required, to gain or extend relevant knowledge, and to take responsibility for ones own personal development
* To ensure that your line manager/on call manager knows of your whereabouts through communication during each shift.
* To attend review meetings and represent the Association, as directed by your line manager.

# NEW PROSPECTS ASSOCIATION LIMITED

# Personal Specification

**Job Title:** Support Worker

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| Education and Qualifications | * GCSE, GCE, RSA * Northern Counties * Basic Education | * NVQ Level 2 ‘Special Needs’ * Health & Safety * First Aid * Fire Training * Food Hygiene | Application form  Interview |
| **Experience** |  | * Working with people with learning disabilities, residential, domiciliary, day setting | Application form |
| **Key Skills and Abilities** | * Observation, written and verbal communication * Listening skills, understanding of care planning and keyworker role * Interpersonal skills * Time management * Administration of medication * Enabling/providing direct personal care * Housekeeping/enabling/ assisting skills | * Driving licence | Application form  Interview  References |
| **Knowledge/ Understanding** | * Needs of people with learning disabilities * Empowerment * Confidentiality * Health & safety * Equal opportunities * Quality standards * Leisure/community facilities * Teamwork * Association aims/ethos | * Understanding of current legislation and current thinking * Alternative communication systems * Specific needs eg challenging behaviour, physical disability, autism, visual and hearing impairments | Application form  Interview  References |
| **Personal Attributes** | * Able to use own initiative and work alone if necessary * Self motivated * Takes responsibility for own personal development * Good role model * Good standard of personal hygiene and appearance * Friendly, cheerful * A level of personal fitness to enable safe moving and assisting others * Commitment to post and service users * Honesty, reliability, flexibility, loyalty and stamina | * Other interests/hobbies | Informal interview  Formal interview  References  Application form  Medical clearance  DBS Disclosure |