

## Job Description – Support Worker (Part Time)

- Project:** Transition Service
- Work Location:** York Road, Bognor Regis
- Directly responsible to:** Transition Service Team Leader
- Overall responsible to:** The Managing Director, Aldingbourne Trust

### General purpose:

The holders of this key post – the back bone of the Aldingbourne Trust team - are responsible for enabling the people we support to live the lives they choose safely, while developing their own independence.

You are expected to meet the requirements of the Care Act, the Care Standards Act and Regulations, while ensuring your work meets the standards set out by the Care Quality Commission and other legal requirements including the West Sussex Safeguarding and Medication policies.

You will work as part of a team with to ensure that the emotional, social, medical and material needs of the people we support are recognised, assessed and met.

### Main duties:

Your job description is based around the 8 qualities that make a great support worker, as decided by over 350 people with learning disabilities, and their families. These 8 qualities are used by the Gr8 Support Movement to highlight what Gr8 support is.

#### Connecting

- Work in partnership with each person to offer support and assistance with personal planning and choices.
- Work as part of the team on a rota, carrying out sleep-ins and on-call duties as required.
- Effectively participate in staff meetings, training courses and seminars.
- Ensure excellent communication takes place within your team, with the people we support, staff, parents & carers and care professionals, ensuring the interests of the individual are your primary concern.
- Promote opportunities and engagement based on peoples' person centred plans.
- Promote healthy lifestyles and wellbeing, ensuring access to community and specialist health services.
- Ensure you maintain a programme of continuing professional development.
- Understand & actively support the Trust's values, aims & policies through your own actions.

#### Encouraging

- Encourage the people we support to be involved in making decisions and giving feedback about the services they receive.
- Assist and support people with their health and medication needs for instance by prompting or administering medication or assisting the people we support to attend routine appointments (e.g. chiropodist, dentist, GP).
- Encourage the people we support to participate in all activities of their daily lives, taking every possible opportunity for meaningful activity

### **Adventurous**

- Work effectively with the Project Manager in reviewing, planning and developing the service.
- Contribute to new ideas & projects to achieve successful implementation
- Step out of comfort zone, to explore & consider innovative approaches to meet the Trust's objectives
- Consider the use of technology in enhancing performance
- Take personal responsibility for your personal health and safety, and that of the people we support by implementing health and safety procedures, including pro-actively reporting issues and potential hazards.
- Drive to assist with logistics and support when required.
- Provide opportunities for people with learning disabilities to gain skills developing their independence and when appropriate, leading towards employment
- Actively encourage and support people to consider and pursue new activities and ways of doing things

### **Resourceful**

- Meet the Care Certificate within your first three months of employment, then ensure compliance training (Health & Safety, Infection Control, Fire, Health & Safety, Food Hygiene and Medication) is kept up to date.
- Ensure excellent communication takes place with tenants, staff, parents & carers and care professionals, ensuring the interests of the individual are your primary concern.
- Identify & manage any conflict, deal with any concerns/complaints in a professional & timely manner. Actively work with the team to consider ways to break down barriers that people face
- Spend wisely, stopping and reducing waste.

### **Friendly**

- Actively listen to the people we support and their views and wishes (sometimes this may mean by observing and learning, not just verbally). Encourage free thinking, and always adopt a non-judgemental approach
- Support people to maintain contact with family and maintain existing friendships, and create opportunities to form new friendships.
- Be aware of the power imbalance that so often is weighted in the direction of you as a support worker, and strive to shift the power ensuring people are involved as much as possible in decisions and their day to day lives.

### **Supportive**

- Take responsibility for accurate and timely record keeping and administration
- Ensure support plans are comprehensive and up to date.
- Give the people we support help and advice to manage their budgets, pay bills and spend their own money.
- Ensure the person we support maintains the terms of their tenancy agreement.
- Provide support in accordance with agreed plans & Trust policies & values
- Recognise and implement safeguarding procedures to protect the people we support, which includes whistleblowing when appropriate.
- Assist people in their daily routines such as cooking, shopping, housework etc
- Work in partnership with each tenant to offer support and assistance with their personal plans and choices.

## Advocating

- Recognise the importance of equality and inclusion in the way you work, ensuring the individual's needs are central to your work, rather than your own.
- Ensuring people with learning disabilities understand their rights and responsibilities and are supported to undertake an active role in making decisions about their support.
- To be familiar with and implement the principles of social inclusion, promoting independence and progression.
- Promote relationships which enable the people we support to integrate into the life of their community and ensure assistance is provided where needed.
- Encourage tenants to be involved in making decisions and giving feedback about the services they receive.
- Challenge complacency and poor performance
- Support people to have their voice heard, challenge or complain where appropriate

## Respectful

- Support people to become as independent as possible. Demonstrating genuine respect for people with learning disabilities, keeping people, places & items safe, using risks as opportunities.
- Treat each individual with dignity and respect, ensuring their confidentiality is maintained.
- Assist and support people with personal care, which can range from prompting to physical assistance (e.g. bathing, hair washing, shaving and where appropriate incontinence). The people we support may need support with stoma care, cream application and support with diabetes.
- Assist and support people with their health and medication needs for instance by prompting or administering medication or assisting people to attend routine appointments (e.g. chiropodist, dentist, GP).
- Ensure good time keeping, attendance & reliability. Share information & your views, suggestions/concerns. Keep communication & paperwork up to date & accurate, courteous, accurate & concise
- Identify & manage any conflict, deal with any concerns/complaints in a professional & timely manner.
- Embrace person centred approaches and achieve positive outcomes.
- Listen, respecting other viewpoints. Maintain confidentiality.
- Ensure self awareness - mutually supportive relationships, dealing with stress, taking holidays, not building up lieu time, asking for advice and/or support when needed.
- Be a role model - you aren't expected to be perfect, but you are expected to act with integrity within and outside the Trust
- Remember that you are supporting people with their lives, in their own homes.

## Additional Duties and requirements:

- To perform any other duties that are commensurate with the post and may be specified from time to time by the organisation.
- This post is a regulated activity. As the post holder, you will be expected to undertake a DBS check, at enhanced level and against the Adult Barring List. Regulated activity (adults) as defined by the Safeguarding Vulnerable Adults Groups Act 2006 from 10th September 2012, for the purposes of this post are: providing personal care, assistance with general household matters, conveying people. We have assessed this post and are satisfied that it is reasonable and likely that the post holder will be required to engage in any or all of these regulated activities.

## The Person Specification: Support Worker

**Essential:**

- Ability to work shifts, including evenings and weekends.
- The ability to communicate clearly.
- Listening skills.
- Flexibility
- Administrative/organisational skills, which includes competent use of I.T. such as Microsoft teams to include word, outlook/emails.
- Team player.
- Able to use own initiative.
- Respect for people who have a learning disability
- Empowering people to learn and develop
- Minimum Age 18.

**Desirable:**

- Experience of supporting people who have a learning disability.

**Last Updated:**

January 2021

**Terms and Conditions: Support Worker**

- The contractual hours for this post range from 5 to 25 hours per week.
- Salary - £17,115 to £18,271 pro rata for part time staff (starting salary dependent on your skills and experience)
- Sleep in payments
- Pension: The Aldingbourne Trust offers a contributory pension scheme.
- Life Assurance: 2 x your annual salary
- Annual leave: 33 days in each year including Bank Holidays. 1 extra day per annum after 5 years of service, up to a maximum of 5 extra days after 10 years, pro rata for part time staff
- Sick leave: 2 weeks per annum, after 1 month service pro rata for part time staff.
- Emergency Family/Carers leave: up to 6 days per annum pro rata for part time staff.
- Counselling Service
- Bicycle voucher scheme