

SUPPORT WORKER - JOB DESCRIPTION

Post:

Support Worker; Residential Care Home for People with Learning Disabilities and / or Challenging behaviours.

Accountable to:

The Home Manager, Assistant Home Manager & Shift Leaders

Purpose of Post:

To assist the Home Manager to secure and sustain a Home for the Service Users promoting, through high standards of professional practice, a caring environment conducive to the Service Users health, psychological and physical development.

Duties:

Support Workers will be required to conform to the specifics laid down within the contract of employment i.e. Hours worked will be according to the needs of the Home and will at all times not exceed safe practice or regulatory requirements. The Home Manager, or in their absence the Shift Leader will determine what is regarded as safe practice, at no time shall any individual work excess hours which could put co-workers or Service Users at risk.

It is expected that new appointments will, if regarded as required by the Home Manager, be allocated a mentor.

The duties of the Support Worker are those associated with:

- Assisting the Home Manager/Assistant Home Manager and participating in the provision of a positive living experience for those in residence. In the absence of the Manager, reporting to the Team Leader or designated person in charge.
- Assist the Home Manager, Assistant Home Manager and Shift Leader in effecting overall Management of the Home on a day to day basis.
- Make and contribute to assessments of the needs of the Service Users in conjunction with relevant professional staff and where appropriate the Service Users family.
- Assist and advise the Home Manager and Assistant Home Manager with the co-ordination of explicit treatment programmes for individual Service Users and monitor and participate in the ongoing care programmes which meet the particular identified needs of the individual Service User.
- Enable individual Service Users to realise as fully as possible their potential in terms of their physical, social, emotional, intellectual and spiritual growth.
- At all times to present a satisfactory role model with which the Service Users can identify.
- Maintain various records and prepare reports as and when required including Care Plans, their aims and objectives and the assessment of Service Users strengths and needs.

- After discussion with the Home Manager ensure the provision of clothing, food, money and other goods to Service Users.
- Advise the Home Manager of any supplementary services that may be needed by any of the Service Users.
- Assist in enabling the Service Users to participate in the life of the local community to the maximum of their ability at all levels.
- Assist the Home Manager to ensure that there is a good communication with all Staff, with facility for all staff views to be made known.
- To offer support and guidance to other Staff Members.
- Ensure that Fire and Safety regulations are strictly adhered to.
- Accept responsibility for duties that enable the Home to run smoothly and efficiently.

Exalon Care Ltd reserves the right to alter the content of this job description, after consultation, to reflect changes to the position without altering the general character or level of responsibility. The duties carried out in this job description must be carried out in a manner that promotes equality of opportunity, dignity and due respect of all employees and Service Users and is consistent with Exalon Care Ltd equal opportunities policy.

Reviewed By: Jane Hempson-Reading

Reviewed: October 2011