**Job Profile**

**Job Title:** Support Worker

**Salary grade:** SCP 4-7

**Location: Supported Living Services**

**Responsible to:** Registered Manager

Role Purpose:

To provide support to adults with a Learning disability in their own homes and

to access activities and facilities of their choice within their local community.

The service:

* Supports Learning Disabled adults to make informed choices and have control of their lives regarding every day living and their home..
* Actively promotes community presence and participation.
* Meets customers communication needs to ensure each individual is as engaged as possible.

Main Duties / Role Responsibilities:

1. Provide support that enables adults with a learning disability to live in their own homes, providing support with every day living which may mean providing support on a lone worker basis and on a rota basis.
2. Support people in a person centred way ensuring that the persons needs and wants are always your main priority.
3. Write individual Support Plans with the people you support, and take responsibility for putting the plan into practice. Comply with the individual’s Support Plan..
4. Produce risk assessments for individuals, activities and environments
5. Communicate with Learning Disabled Adults in a way that meets each individual’s communication needs and convert and change information into a range of different formats so they meet individual information needs including easy read formats using photographs and symbols, video and audio methods.
6. Keep in touch with, and talk to, family members, carers, colleagues, other professionals and organisations as required, so that all the services people want to use, fit together well.
7. Attend individual reviews and other meetings, and give verbal and written feedback regarding the service the individual receives. This includes writing down information and storing information (e.g. on contact sheets, communication books and monitoring forms) in a way that protects people’s private information in line with the Data Protection Act and Individual Support Solutions Ltd procedures.
8. Ensure that support is delivered in a way that is sensitive to cultural needs and recognises and actively promotes equal opportunities and anti-oppressive practice.
9. Provide an appropriate level of physical and personal care in a way that recognises and promotes customers’ right to be treated with dignity and respect.
10. Ensure that people you support have choices regarding their food and drink and have enough food and drink to be healthy and hydrated
11. To administer medication (including rectal and oral) following training, and according to agreed procedures.
12. To be aware of, and take the right actions, in situations of abuse or potential abuse involving a vulnerable adult, in line with Safeguarding Adults policy and procedures
13. Contribute to service development, both within the service and in partnership with other agencies.
14. Work as a member of the ISS team, attending supervision, team meetings and training as required.
15. Ensure that Health and Safety responsibilities are carried out in accordance with ISS Health and Safety policy and procedures and carry out Health and Safety checks.
16. Be responsible for security and safety of services and equipment when required.
17. Handle petty cash and individuals money whom we support and keep appropriate financial records of transactions.
18. To undertake other duties that ISS shall from time to time require. These shall be reasonable and commensurate with your knowledge base, skills, grading and experience and will be agreed following discussion with your line manager.

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have to perform the job.

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| **Essential** | **Measured by**  A=Application form  I=Interview  P=Presentation  R=References  D=Documents  W=Written work |
| Prior experience of at least one year, of supporting Adults with Learning Disabilities either in a paid or a voluntary capacity. | A, I, R |
| Knowledge of person centred support, the importance of being led by people who use the service and supporting people to have control over their life. | A,I |
| An understanding of the risk assessment process. | A, I ,D |
| An understanding of different ways of communicating with people with a Learning Disability. | A,I,D |
| Ability to provide a personal assistance service in an appropriate and sensitive way. | A,I |
| Ability to think creatively and find innovative solutions to problems. | A,I |
| Ability to share ideas, and listen to other people’s points of view, pass on and share relevant information, and contribute to decision-making with others. | A,I |
| Ability to build and maintain effective relationships with customers, carers and other professionals. | A,I |
| Ability to plan ahead and organise self to achieve agreed outcomes. | A,I |
| Ability to make accurate records that encompass peoples support needs. | A,I |
| Ability to provide feedback at meetings both in writing and verbally. | A,I |
| A commitment to providing equal opportunities for all people who use the service. | A,I |
| Physically able to assist and discharge the responsibilities outlined in the job description. | A,I |
| Satisfactory completion of an enhanced Criminal Record Bureau Check(this will be taken up if offered the post.) | D |

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| **Desirable** | **Measured by** |
| Relevant Social Care Qualification. | D |
| Ability to drive and use own car. | A,I |