

**Support Worker**

The post holder reports to the Registered Manager. Apart from team members, the main contacts of the job will be with families, relatives, carers, professionals from the Community Learning Disability Teams and other agencies.

**Job Summary:**

As a member of the staff team you will play an active role in supporting people with a significant learning/physical disability with all aspects of their care in line with their Person-Centred Support Plans. You will ensure a high quality of service delivery in line with individuals expressed needs, wishes and aspirations, one which promotes independence, choice and inclusion.

**Job description**

**Duties and key responsibilities:**

* To promote independence, wellbeing and choice for people we support always using person centred approaches
* To maintain confidentiality in matters relating to people we support and staff, in line with Vestacare’s policies and procedures
* To provide support with intimate and personal care in line with person centred support plans, respecting individual’s privacy, dignity and cultural needs
* To ensure professional, empathetic and informative relationships with families, advocates and professionals are formed and maintained
* To carry out agreed programmes of care, unsupervised, to develop independent living skills and promote inclusion for clients
* To maintain daily records for people we support, to prepare regular reports on the outcomes and progress of each individual in line with Vestacare’s recording requirements
* To write comprehensive reports about people we support, detailing events and activities, to provide information to Parents/Carers and Keyworkers
* To be responsible for the dispensing and recording of medication in accordance with Vestacare’s policies and procedures
* To accompany clients to relevant medical appointments if necessary
* To participate and contribute to reviews and staff meetings as required
* To comply with Vestacare’s financial procedures relating to petty cash monies
* To comply with Vestacare’s financial procedures relating to clients and to guide them regarding their finances, keeping records in line with Vestacare’s requirements
* To assist individuals we support and members of the staff team in dealing with behaviours that may challenge
* To be familiar with the requirements of Health and Safety legislation
* To operate Vestacare’s policies on equality and diversity
* To work as a member of the team through attendance at appropriate training sessions, and through supervision and team meetings when appropriate
* To be aware of Vestacare’s core values and the Support Worker’s role in implementing them.
* To undertake any other duties with the scope of this role as requested by senior managers
* To comply with and input data on the Nourish system and the corresponding policy.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

**Person Specification – Support Worker**

All the following requirements are desirable, unless marked with a \* when they are essential, and will be assessed from a combination of information provided from the application form, extended interview process, panel interview and references:

**Education and qualifications**

* An ability to write clear and concise records\*

**Skills and experience**

* An understanding of the needs of people with disabilities\*
* Good listening skills
* Excellent communication skills\*
* Ability to use judgement and initiative
* Ability to follow policies and procedures\*
* Ability to work alone and as part of a team
* I.T literate

**Personal attributes / qualities**

* Empathy
* Professionalism
* Non-judgemental communication
* Patience
* Good sense of humour
* Understanding
* Punctual
* Reliable
* Team player

Salary £8.72- £10