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| **Job Title**  | Post Number  |
| Support Worker  |  |
| **Section**  | **Grade 2 NVQ** |
| Residential Care  |  |
| **Location** : Silverdene  | Date of Issue  |
| Reporting to : Registered Manager  |  |

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 staff team you will play an active role in supporting people with a significant learning/physical disability who reside at Silverdene with all aspects of their care in line with their Person Centred Support Plan. You will ensure a high quality of service delivery in line with peoples expressed needs, wishes and aspirations, one which promotes independence, choice and inclusion.

**Areas of Responsibility:**

* To promote independence, well being and choice at all times using person centred approaches
* To maintain confidentiality in matters relating to clients and the staff group in line with Silverdene’s policies and procedures
* Provide support with intimate and personal care in line with person centred support plan, 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 programme of care, unsupervised, in order to develop independence skills and promote inclusion for clients
* 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 the specific aims of Silverdene and the Residential Support Worker’s role in implementing them.
* To ensure that delegated responsibilities and the day to day operation of Silverdene are carried out in accordance with policies and instructions
* To maintain clients daily diaries, to prepare regular reports and records on the progress of each client in accordance with registration and inspections requirements
* To write comprehensive reports regarding client who reside at Silverdene, detailing events and activities, in order to provide information to Parents/Carers and Keyworkers
* To be responsible for the dispensing and recording of medication in accordance with Silverdene’s procedures
* To accompany clients to relevant medical appointments if necessary
* To participate and contribute in review and staff meetings as and when necessary
* To be aware of financial procedures relating to Silverdene and petty cash monies
* To be aware of financial procedures relating to clients and to guide them regarding their finances, recording procedures accordingly
* To process and monitor admissions and discharge of clients to Silverdene
* To assist client and members of the staff team in dealing with behaviours that may challenge
* To act as linkworker, taking specific responsibility for identified clients, supporting and monitoring their progress and promoting individuals choice and independence
* To be familiar with the requirements of Health and Safety legislation
* To undertake those duties which support Silverdene’s equal opportunities policy
* To undertake any other duties with the scope of this role as requested by senior managers