

## JOB DESCRIPTION

**Job Title:** Specialist Support Worker

**Accountable to:** Home Manager

**Contract:** Permanent

### ***MAIN DUTIES AND RESPONSIBILITIES***

- In the context of Norwood's Policies and Procedures, work as part of a team to provide individualised and personalised support to adults with a learning disability within an accommodation-based setting and the community.
- In accordance with individual needs and wishes; enable the people we support to take control of their lives by maximising independence and participation in all personal, social, cultural, educational and employment opportunities.
- Where required, and in accordance with support plans and individual preferences, provide personal care to the people we support maintaining privacy and dignity at all times
- To ensure that the support provided is flexible, individual and underpinned by person centred approaches following the principles of PBS or any other organisationally recognised approach to service delivery.
- To ensure that positive relationships with service users' families, advocates and other professionals are developed and maintained in a professional manner. When relevant, consult with service users' families, advocates and other professionals to ensure they are supported through any change and/or developments that may affect the lives of the service users.
- To undertake key-working responsibilities as directed by the Manager. Contribute to and oversee shift leading and planning, handovers and staff meetings. To prepare and maintain accurate records relating to individual service users and home systems. To contribute to ongoing coaching for new staff
- To undertake the domestic duties of the home, including laundry, cleaning and cooking.
- To administer medication to service users in accordance with individual need and in accordance with Norwood policy and procedures. Take initiative in dealing with emergencies such as medical / challenging situations.
- To ensure a non-aggressive, non-abusive and non-aversive approach to addressing challenging behaviour. Use evidence-based practice and PBS to support service users. Planned intervention may include SCIP pro-act procedures. Contribute to the development of strategies and identifying service users' skills in order to eliminate unnecessary behaviours.

## **General**

- To take all reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions. As regards to any duty or requirement imposed upon the organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to enable that duty or requirement to be performed or complied with.
- To work at any location to support the individuals activity schedule as well as other Norwood locations.
- To report to the Health and Safety Manager either serious risks or your concerns over safety issues.
- To always maintain confidentiality and to ensure respect for, proper observance of and adherence to Norwood's confidentiality policy for all staff.
- To attend regular supervision sessions with line manager, regular team meetings and undertake relevant training as and when required.
- To work collaboratively with volunteers to ensure that their contribution enhances quality of service provision and support across the organisation.
- To undertake any other duties which are consistent with the post.
- To maintain standard of dress that is appropriate to role and in accordance with the organisation's dress policy.

## ***Safeguarding***

*This organisation takes seriously the legislative requirements regarding the safeguarding and protection of both service users and employees. We have a robust recruitment and selection policy; as an employee you have responsibilities to ensure that you act in a way that promotes the safeguarding and protection of our service users. All employees are expected to adhere to the standards set by regulatory bodies.*

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.

**PERSON SPECIFICATION**

CRITERIA	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working with people with learning disabilities and autism and/or complex behaviour needs.</li> <li>• Person centred planning, care and support planning and risk assessment.</li> <li>• Experience of delivering support using the Positive Behaviour Support framework.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering support using the principles of Applied Behaviour Analysis (ABA).</li> </ul>
<b>QUALIFICATIONS</b>	<p><b><u>Willing to undertake</u></b></p> <ul style="list-style-type: none"> <li>• NVQ 3 Health &amp; Social Care (Adults). And/or</li> <li>• QCF Level 3.</li> <li>• First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 3 Health &amp; Social Care (Adults). And/or</li> <li>• QCF Level 3.</li> <li>• Completion of the Skills for Care Induction.</li> <li>• First Aid</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Understanding of Learning Disabilities.</li> <li>• Strong Literacy and Numeracy skills.</li> <li>• Commitment to an inclusive approach to service planning and delivery.</li> <li>• Understanding and ability to support people with a range of communication and behavioural needs.</li> <li>• Ability to be self motivated and use initiative within a structured framework.</li> <li>• Ability to communicate effectively with a variety of stakeholders; people we support, families, carers, colleagues and external agencies.</li> <li>• Able and willing to support with all aspects of domestic and personal care.</li> </ul>	<ul style="list-style-type: none"> <li>• Person Centred Planning.</li> <li>• Person Centred Risk Taking.</li> <li>• Training in Systematic Instruction.</li> <li>• Person Centred Approaches and Active Support.</li> <li>• Understanding and awareness of the Jewish culture.</li> <li>• Health and Safety at Work.</li> <li>• Creativity.</li> <li>• Knowledge of safeguarding Adults, Mental Capacity Act and Deprivation of Liberty Safeguards.</li> <li>• Good IT skills.</li> <li>• Understanding the basic principles of ABA.</li> </ul>

<b>PERSONAL CIRCUMSTANCES AND ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Clean UK driving License and willingness to drive for work (own vehicle or Norwood vehicles).</li> <li>• High degree of personal integrity with a commitment to confidentiality.</li> <li>• Empathic &amp; understanding, with a positive attitude regarding people with learning disabilities and autism.</li> <li>• Understanding of and ability to cope with needs of residents i.e. challenging behaviour, physical and emotional needs.</li> <li>• Ability to meet the physical, emotional, intellectual and leisure needs of people we support, inside and outside of home.</li> <li>• Commitment to following evidenced based practice.</li> <li>• Willingness to work flexibly to meet individual needs including sleep-ins weekends, evenings and nights.</li> <li>• Self motivation and initiative.</li> <li>• Ability to work under pressure, stay calm in a crisis and solve problems.</li> <li>• Enthusiastic &amp; positive attitude and approach.</li> </ul>	
--	--	--