

## **JOB DESCRIPTION**

<b>Job Title:</b>	Support Worker (Residential Care)
<b>Accountable to:</b>	Home Manager
<b>Responsible For:</b>	Welfare of the people using the service

### **JOB ROLE**

To contribute to the delivery of care in accordance with the Health and Social care Act 2008 and Policies and Procedures of Norwood.

Provide person centred support to adults with learning disabilities living in the care home enabling them to live an ordinary life as active citizens in the community.

### **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 a range of community and accommodation-based settings.
- To work in partnership with the people that we support, the team and all other stakeholders to plan, organise, implement, monitor and review activities to achieve the agreed targets set out in Person Centred Plans, Individual Plans and Health Action Plans.
- To exercise creativity in developing Person Centred Plans (PCP) with the people we support, enabling full participation in the process from setting up circles of support, to carrying out reviews.
- As a Keyworker to be involved in the creation and implementation of Individual Learning Plans (ILPs) in accordance with Norwood's strategy for Life Long Learning.
- 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, assist the people we support with all manual handling needs, including the use of manual handling equipment and evacuation chairs.
- 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 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 that the support provided is flexible, individual and underpinned by person centred approaches following the principles of Active Support, Training in Systematic Instruction (TSI) or any other organisationally recognised approach to service delivery.
- Working from PCPs, ensure that all processes and administrative functions are fulfilled to ensure that the outcomes are achieved, including Support and Care Planning, risk and financial management, monitoring, recording and reporting.

### **General**

- To take all reasonable care of the health and safety of him/her, self 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 other Norwood location, as and when required.
- To report to the Health and Safety Manager either serious risks or your concerns over safety issues.
- To maintain confidentiality at all times 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.

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**

**Support Worker – Residential Services**

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>• 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>Willing to undertake</b></p> <ul style="list-style-type: none"> <li>• NVQ 3 Health &amp; Social Care (Adults) and/or 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 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>• Clean driving licence and willingness to drive Norwood’s vehicles</li> <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> </ul>
<b>PERSONAL CIRCUMSTANCES AND ATTRIBUTES</b>	<ul style="list-style-type: none"> <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> </ul>	<ul style="list-style-type: none"> <li>• Ability to support and participate in recreational activities inside and outside the home</li> </ul>

	<ul style="list-style-type: none"><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>	
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