

## **JOB DESCRIPTION**

### **DOMICILIARY SUPPORT WORKER**

When completing your Application Form, this job description and Person Specification should be interpreted in line with the specific requirement of the client group.

The Domiciliary service has been designed to enable a flexible peripatetic team of skilled staff to support people with a learning disability in a variety of settings.

Our Supported Living Scheme will enable people who are living independently in their own accommodation to receive the support they require on a day-to-day basis, both at home and outside, using local facilities.

The service will also be able to support the individual and the carer at home as an alternative to traditional respite services.

Erohealthcare offers this service in a way that encourages people to develop their levels of independence and choice which takes account of the whole person, their feelings and their views and supports their independent status.

The Support Worker will work with the Senior Staff within the guidelines and policies laid down to ensure a flexible service to meet the above statement in a way where quality can be measured by both the individual receiving the service and those purchasing it on their behalf.

### **Main Duties & Responsibilities**

#### **Service users:**

1. To participate in the assessment of new referrals where necessary and appropriate.
2. To offer appropriate support to residents with their personal hygiene, daily living skills and recreational activities.
3. To offer information that would assist the senior staff in the review and reassessment of individuals.
4. To record all visits and complete all other necessary records on a daily basis in line with the Erohealthcare guidelines.
5. To be responsible for communicating to all residents the information on their individual service plans, the quality measurements, and clear guidelines on how they might access the complaints procedure.

**General**

1. To provide information as requested by senior staff to ensure the regular maintenance and update of all records.
2. To report any incidents or accidents to senior staff.
3. To work within the policies and procedures laid down by Erohealthcare at all times, having the highest regard for the well being of the clients.
4. To ensure that Erohealthcare's policy on positive action and anti-racism is adhered to.

**Personal**

1. To accept regular supervision from one of the organisation's managers.
2. To keep abreast of new developments through reading articles and professional journals.
3. To participate in the organisation's staff appraisal system.
4. To accept training opportunities when they have been identified.
5. To cover any duties required for the safety and well being of the residents.
6. participate in the recruitment and selection of staff within an equal opportunities framework.

***This job description is subject to review when necessary and at least yearly.***

**DOMICILIARY SUPPORT WORKER**

**PERSON SPECIFICATION**

	<b>Section 1 - KNOWLEDGE SKILLS &amp; ABILITIES</b>	<b>Attained</b>	<b>Length of Experience</b>
1	To have the ability to participate in the assessment of peoples' needs and contribute towards the implementation of their individual service plans.		
2	To have the ability to communicate clearly to residents about the service on offer to them.		
3	To have the ability to work as a team member.		
4	To be able to record information accurately, both written and numerical.		
5	To have the ability to work with parents and carers.		
6	To be able to work in a flexible way to meet the needs of the service.		
7	To have an empathetic approach to people with disabilities.		

	<b>Section 2 – EDUCATION &amp; EXPERIENCE</b>	<b>Attained</b>	<b>Length of Experience</b>
1	To have worked with the relevant client group for at least one year		
2	To be able to write clear and accurate reports.		

	<b>Section 3 - EQUAL OPPORTUNITIES</b>	<b>Attained</b>	<b>Length of Experience</b>
1	To have the knowledge and ability to work within a positive action and anti-racist way, taking the advice offered by the senior staff.		

	<b>Section 4 -PERSONAL SKILLS</b>	<b>Attained</b>	<b>Length of Experience</b>
1	To be able to manage time effectively.		
2	To be able to work in a flexible way, to meet the needs of the clients.		

	<b>Section 5 - OTHER QUALITIES</b>	<b>Attained</b>	<b>Length of</b>
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**EROHEALTHCARE LTD**

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			<b>Experience</b>
1	To be able to take advice and constructive criticism when necessary.		
2	To work in a way which always has the highest regard for the individual residents choice, abilities and wishes		