

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Support Worker - Learning Disability</b>
<b>REPORTING TO:</b>	<b>Senior Support Worker and Team Leader</b>
<b>JOB PURPOSE:</b>	<b>To work within a team to provide care and support services for adults with learning and/or physical disabilities, and/or behaviours that may challenge; which aims to maximise the potential of individuals in line with ordinary life principles.</b>

## **SKILLS / ABILITIES**

### **Required:**

- \* Proven ability to work on own initiative and as part of a team
- \* Knowledge and understanding of issues relating to people with learning disabilities
- \* A commitment to a service which provides support to vulnerable individuals, and which is respectful and according to the individuals' wishes
- \* Good communication skills (written and verbal). Ability to communicate effectively with residents, colleagues and other persons with a legitimate interest in the project
- \* Commitment to training and development

### **Desired:**

- \* Flexible and innovative approach to working
- \* Knowledge of care planning systems
- \* Empathy with the concept of Social Role Valorisation/Principles of Ordinary Living
- \* Decision-making and problem-solving skills

## **EXPERIENCE**

### **Required:**

- \* Experience of working in a multi-disciplinary setting

### **Desired:**

- \* Experience of working in a care/support setting, ideally within learning disability services

## **EDUCATION, SPECIALIST KNOWLEDGE & QUALIFICATIONS**

### **Required:**

- \* Good general education
- \* Working knowledge of health and safety issues
- \* Complete the Care Certificate, if required, within a given timescale
- \* NVQ Level 2 in social care (or must be willing to work towards and achieve minimum of Level 2 within a given timescale)

### **Desired:**

- \* Knowledge of regulatory framework of service provision including Care Standards Act

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- \* Knowledge of therapeutic and non-aversive care models
- \* Mandatory training qualifications e.g. fire safety, first aid, food hygiene, manual handling, Health & Safety awareness

### **OTHER**

#### **Required:**

- \* Satisfactory Police Check and check against the ISA List (where applicable)
- \* Self-motivation and flexibility
- \* Commitment to the aims & objectives of the service
- \* Knowledge and commitment regarding Equal Opportunities
- \* A commitment to undertake training and development as required
- \* Honesty, reliability and trustworthiness

#### **Desired:**

- \* Car driver, where applicable

### **MAIN RESPONSIBILITIES:**

#### Care:

1. Work within the philosophies of KSL to minimise the effects of residents' learning disabilities, demonstrating an understanding and commitment to the rights of people with learning disabilities.
2. Facilitate and support residents in decision making, promoting choice and involvement giving full regard to initiatives aimed at promoting resident empowerment.
3. Ensure residents' individual needs are met through effective care planning and review. Review and monitor care plans.
4. Act as a Keyworker to an individual resident, taking on responsibility for specified areas of care and support. Ensure all medical needs are met and support the Resident to advocate his/her own needs and wishes.
5. Support residents' participation in social, leisure, educational and employment opportunities within the local community in line with ordinary life principles.
6. Support residents to access holidays and day trips of their choice.
7. Consistently apply non-aversive strategies developed in response to challenging behaviours, and contribute to the review and development of any such strategies.
8. Interact and participate with the residents in the development of self-help skills, supporting residents to reach their potential for independence.

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9. Encourage and enable to maintain acceptable levels of personal and environmental hygiene.
10. Once trained, administer medication in accordance with Company policies and procedures, and ensure that medical emergencies are dealt with appropriately. Adhere to the medication policy at all times.
11. Ensure that residents' personal property and clothing is maintained to a high standard, reporting any requirements to senior Staff Members.
12. Record information about residents and ensure effective communication with all Staff Members.
13. Liaise with other agencies / professionals as necessary, in consultation with senior Staff Members.
14. Provide care and support as identified in care reviews and care plans, as directed by senior Staff Members.
15. Practice maximum integrity in all dealings with residents' personal and financial affairs, and avoid abuse of the privileged relationship that exists with residents.

#### **Training and Development:**

16. Maintain professional knowledge and competence.
17. Attend mandatory training days/courses, on or off site, as and when required.
18. Participate in Care Certificate & NVQ training to achieve required qualifications.

#### **Health & Safety:**

19. Report immediately to the Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
20. Understand, and ensure the implementation of Health and Safety policy, and Emergency and Fire procedures.
21. Report to the Manager any faulty appliances, damaged furniture, equipment or any potential hazard.
22. Promote safe working practice

#### **General:**

23. Assist in maintaining financial records in line with Company policies and procedures.
24. Carry out administrative tasks as required.

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25. Share in the completion of domestic tasks to assist in the overall running of the accommodation. Share responsibility for shopping and preparing meals, and ensuring environmental hygiene is met through the completion of required cleaning tasks. These should not be done in isolation but should involve residents.
26. Work in a team, contributing to effective team working and participating in reviews of service delivery standards.
27. Make Visitors feel welcome. Provide refreshments/assistance as and when required.
28. Promote and ensure the good reputation of the company
29. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
30. Notify the Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
31. Ensure the security of the accommodation is maintained at all times.
32. Adhere to all Company policies and procedures within the defined timescales.
33. Ensure all equipment is clean and well maintained.
34. Carry out any other tasks that may be reasonably assigned to you.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

KSL reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

**Signature:** .....

**Name:** ..... **Date:** .....