

Job Ref: CS/SW

Independent Options (North West)

Job Title:	Support Worker – Community Support
Hours:	37 per week, including evenings, weekends and bank holidays.
Location:	Dispersed community settings
Salary:	£14,196 per annum/£7.35 per hour
Holiday entitlement:	28 days annual leave, inclusive of bank holiday

Responsible to:	Community and Housing Related Support Service Manager/ Senior Support Worker
Purpose of the job:	To provide individualised person centred support to adults who have learning disabilities to enable them to participate in activities in the community and to develop their abilities, building independence where possible.

Main Responsibilities/Duties:

1. To provide support for people using the service in a way that will help them to develop to their full potential.
2. To develop and sustain warm and trusting professional relationships with service users, families and carers.
3. To respect the service users' right to privacy and to ensure that their dignity is maintained at all times.
4. To respect and promote the rights and entitlements of people with learning disabilities and to enable them to participate as fully as possible in their communities, to advocate on peoples behalf when required.
5. To assist people with everyday living tasks whether within the house or the wider community either alone or with another member of staff.
6. Actively encourage and enable people to establish and maintain reasonable standards of personal presentation. This may include personal care tasks as directed by the individual support plan.

7. Assist in the planning and preparation of meals when necessary.
8. Operate effectively within the Keyworker system by liaising with the service users, parent/carer and any other relevant individual or professional agencies.
9. Maintain accurate records in support of professional practice and key tasks.
10. Ensure that the administration of medication is accurately recorded and that the drug administration policy is followed precisely.
11. Assist the manager in the process of assessment of service users, and the ongoing update of information, including support planning, risk assessment and Keyworker tasks.
12. To encourage and support service users in expressing their needs, views and concerns. To enable service users to make choices and decisions and to participate as fully in the planning and decision making process.
13. To be responsive to the individual needs of the service user within the framework of the Support plan and Person Centred Plans.
14. To support service users in developing a socially valued lifestyle which includes a varied range of cultural and age appropriate experiences to enable people to access social, leisure and educational opportunities.
15. To take small groups on organised day trips as directed by the management of the service.
16. Assist in planning and implementing social, leisure and educational activities for each individual. Building on the strengths, interests and aspirations of the service user whilst not being exposed to unacceptable risk.
17. To become conversant with Independent Options Health and Safety policy and assist in maintaining a safe and comfortable environment. To report immediately any concerns in relation to Health and Safety to the manager.
18. To report any concerns, observations or any significant changes concerning service users to the manager.
19. Liaise with professionals from other agencies with, or on behalf of, individuals.
20. To carry out and record all financial transactions within Independent Options Financial Procedures.

21. To adopt a flexible approach to working arrangements in order to support the team and meet the individual requirements of service users.
22. To notify the service manager of changes to planned whereabouts and to submit accurate timesheets and expense claims.
23. To accept and participate in staff supervision sessions, team meetings and appropriate training programmes, including involvement in the NVQ Programme.
24. To identify your own training and development needs in discussion with the line manager.
25. To carry out all work in a manner that is consistent with the aims and service principles of Independent Options.
26. To observe all written policies, procedures and guidelines for good practice agreed by Independent Options.
27. To maintain up to date awareness of legislation and good practice related to the specific service group.
28. To work within the performance management system for Independent Options.
29. To follow guidance provided by the Strategic Management Team to provide services.
30. Any other duties as required by the Strategic Management Team and/or the Board of Trustees.