

Job Description and Person Specification

Job title	Flexible Support Worker
Department/Section	Choices Brighton & Hove Choices West Sussex Active Lives
Location	You will be allocated shifts in Grace Eyre supported living houses, outreach services and community based activities across Brighton & Hove and / or West Sussex
Reporting to... (title of line manager)	Flexible Support Team Coordinator or Service Manager
No of staff responsible for	N/A
Salary/Working time	£18,381 per annum FTE 5% enhancement bonus Services operate on a 24-hour basis, Monday – Sunday
Any specific working conditions (lone working, unsocial hours, shifts/ working patterns)	<ul style="list-style-type: none"> • Be able to get to different areas of the local community using public transport or own vehicle. • Flexibility in availability in order to support services to cover sickness annual leave and training is essential. Shift types are daytime and evening hours weekends and sleep ins. • The post will require some lone working.
Summary of the role - General nature, main Purpose and Objectives	To support services to cover annual leave, sickness and training whilst continuing to provide good quality support, allowing the people in our service to be listened to and be part of their community. To support people to have strong and supported relationships, have good housing and support to gain employment. We support people to travel independently, to try new things and to live healthy lives.
Key tasks and responsibilities	
<ol style="list-style-type: none"> 1. To plan and deliver support with people at home or in the community that are person centred and in line with individual needs and wishes and with Grace Eyre's values, policies and practices 2. As a flexible support worker, it is recognised that you may be placed into a variety of settings with a range of differing expectations from individuals. It is therefore important that you are able to be flexible in your availability and adaptable whilst achieving the highest standards in care and support practice possible 3. To liaise effectively with other services/professional staff and significant other people in meeting the needs of clients 	

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4. To work within the administrative system of the services, and to ensure general administration and record keeping systems are up to date and in line with Grace Eyre's policies and procedures on Data Protection and Record Keeping. To use Grace Eyre's IT systems
5. To work to health and safety standards and laws as directed in order to ensure a clean and safe environment for all staff, people with learning disabilities and/or autism, and visitors
6. To report all accidents, incidents and complaints to the manager and/or another senior manager as soon as possible
7. To work within Grace Eyre's policies and procedures. To contribute to the development of policies in line with best practice and the needs of the organisation
8. To keep up to date with developments in the field of learning disabilities, autism and mental health particularly Valuing People, the requirements from CQC and other national initiatives and to ensure that personal practice reflects that knowledge
9. To participate in meetings and to take on appropriate, specific responsibilities as directed
10. To ensure that Grace Eyre's E05 Equalities Policies and Procedures are implemented and to challenge prejudice, discrimination and oppression
11. To report any instances that could be construed as abusive or poor practice
12. To maintain confidentiality at all times in line with Grace Eyre policies and procedures
13. To undertake personal care duties and to administer medication in line with Grace Eyre procedures as directed
14. To assist and support people with learning disabilities and/or autisms, personal care needs as necessary and as described in their support plan
15. To engage with regular formal supervision and undertake training as required in order to meet the requirements of your role

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Criteria		
Qualifications/Education required for the role <ul style="list-style-type: none"> NVQ Level 2 or 3 in Care or equivalent Educated to GCSE level 		Desirable Desirable
Skills/competencies/abilities - technical, organisational, communicative and creative skills expected from an ideal candidate <ul style="list-style-type: none"> The ability to develop relationships with a variety of individuals and work with them in a positive and co-operative way The ability to deliver a high quality and person-centred service for each individual Ability to communicate information clearly and precisely Good organisational skills and time management Ability to support individuals to participate in all decisions which affect their lives Ability to support Grace Eyre management and the staff team to achieve agreed outcomes in a cooperative manner Ability to work creatively and welcome innovative ideas To be able to advocate for people with learning disabilities and/or autism, when appropriate The ability to plan and support a wide range of practical tasks and learning opportunities at home, in the community or within day opportunities. To be able to plan and support a wide range of activities that support social integration in the community such as leisure, sporting activities To be able to adapt to work with a wide range of individuals with varied needs in different services within Grace Eyre Physically able to support individuals in wheelchairs and respectfully support with personal care tasks as required Empathy with people with disabilities Even tempered and able to keep calm in emergencies and stressful situations Be assertive, confident but not directive and non-judgmental 	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential	
IT skills required – Packages and level of skill required <ul style="list-style-type: none"> Good IT skills 		Desirable
Knowledge & Experience <ul style="list-style-type: none"> Experience of working within services for people who have learning disabilities, autism or another group of people requiring support 		Desirable

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<ul style="list-style-type: none"> • Experience of key working and coordinating care plans with individuals • Experience of challenging prejudice, discrimination and oppression • Knowledge of innovative and quality practices in services for people with learning disabilities and autism • Knowledge and understanding of legislation and best practice effecting people with learning disabilities. • Understanding and commitment to equal opportunities, especially in relation to people with learning disabilities • Knowledge of health, medication and physical needs as they affect adults with complex needs 	Essential	<p>Desirable</p> <p>Desirable Desirable</p> <p>Desirable</p> <p>Desirable</p>
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This job description outlines the main duties and responsibilities of the post holder. The post will include other duties and responsibilities not specified here. It is also likely that changes will be required from time to time.

Standard Statements for all roles
Where duties and responsibilities change, the job description will be reviewed and amended in consultation with the employee
The role holder will be expected to carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division
The role holder should actively follow business procedures and policies including E05 Equalities Policies and Procedures
The role holder will maintain an awareness and observation of Fire and Health & Safety Regulations
<p>The role holder will uphold the 7 principles of the Social Care commitment:</p> <ol style="list-style-type: none"> 1. I will always take responsibility for the things I do or don't do 2. I will always promote and uphold the privacy, dignity, rights, health and wellbeing of people who need care and support. 3. I will work co-operatively with others to ensure the delivery of safe, high-quality care and support. 4. I will communicate in an effective way to promote the wellbeing of people who need care and support. 5. I will respect people's right to confidentiality, protecting and upholding their privacy and dignity. 6. I will improve the quality of the care and support I provide by constantly reflecting on and updating my own knowledge, skills and experience. 7. I will promote equality, diversity and inclusion by treating all people fairly and without bias.