

Job Description and Person Specification

Job title	Support Worker
Department	Active Lives Choices Brighton & Hove Choices West Sussex
Reporting to :	Service Manager
Staff responsible for :	<p>Where assigned plan and deliver a range of learning opportunities, at home, in the community or within day opportunities that are person centred and in line with individual service user's needs and wishes and with Grace Eyre's values, policies and practices.</p> <p>Where assigned deliver support and care to individuals in their own home and in their community that are person centred and in line with individual service users needs and wishes and within Grace Eyre's values policies and practices.</p> <p><i>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.</i></p>
Any specific working conditions:	<p>Where assigned must be able to work at all times of the week and work overnight either sleeping in or doing a waking night</p> <p>Must have adequate transport arrangements to enable them to work at a variety of locations in the Brighton, Hove and Worthing area and possibly beyond. Ability to drive desirable, but not essential.</p> <p>The post will require some lone working.</p>
Job Summary :	<p>General Nature – To develop, facilitate and support activities that service users wish to do. To support service users with their choices/goals and person centred activities across Grace Eyre services. To enable people to live as independently as possible and to enjoy their chosen lifestyles, supporting integration in the local community.</p> <p>Main Purpose – To work within Grace Eyre's policies and procedures. To contribute to the monitoring, reviewing and development of policies in line with best practice and the needs of the organisation. To keep up to date with developments in the field of learning disabilities and mental health particularly Valuing People and other national initiatives and to ensure that personal practice reflects that knowledge.</p>

	<p>Main Objectives – To ensure that support is person centred as directed by the person’s support or care plan. Maintain, update and review plans and risk assessments. To liaise effectively with other services/professional staff and significant other people in meeting the needs of clients. To work flexibly in planning/developing and supporting activities across Grace Eyre services as appropriate.</p>
--	---

<p>Key tasks and responsibilities :</p>	<p>To undertake personal care duties and to administer medication in line with Grace Eyre procedures as directed.</p> <p>To assist and support service user’s personal care needs as necessary and as laid down in the support care plan.</p> <p>To work to health and safety standards and laws as directed in order to ensure a clean and safe environment for all staff, service users and visitors.</p> <p>To report all accidents, incidents and complaints to the manager and/or another senior manager as soon as possible.</p> <p>To participate in meetings and to take on appropriate, specific responsibilities as directed.</p> <p>To work within 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.</p>
<p>Key results/objectives :</p>	<ol style="list-style-type: none"> 1. To receive regular formal supervision and undertake training as required. 2. To report any instances that could be construed as abusive or poor practice. 3. To share good practice and support relief and assistant staff members. 4. To maintain confidentiality at all times in line with Grace Eyre policies and procedures. 5. To ensure that Grace Eyre’s Equal Opportunity Policies and Procedures are implemented and to challenge prejudice, discrimination and oppression. 6. To ensure that Grace Eyre’s Equal Opportunity Policies and Procedures are implemented and to challenge prejudice, discrimination and oppression.

<ul style="list-style-type: none"> Knowledge of health, medication and physical needs as they affect adults with complex needs. 		X
<p>Previous experience:</p> <p>Experience of working within the care industry or experience of working within a similar role which has transferable skills.</p>		X

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.