

JOB DESCRIPTION/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><i>The post holder is authorised to lone work subject to:</i></p> <p><i>Account of the suitability of all persons identified as, or potentially as, lone workers is considered at the interview stage of recruitment or on appointment to temporary contracts;</i></p> <p><i>Suitable and relevant monitoring, including supervision, must be carried out regularly in particular to identify those individuals who may be experiencing stress due to the conditions of lone working.</i></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.

