

## Job Description and Person Specification

<b>Job Title</b>	<b>Support Worker</b>
<b>Department/Section</b>	Choices B&H, Choices West Sussex Southern, Active Lives
<b>Location</b>	Travel to other Grace Eyre staff locations will be required according to business needs
<b>Reporting to</b>	Service Manager
<b>Working time</b>	Full-time, 37.5 hours per week
<b>Any specific working conditions (lone working, unsocial hours, shifts/ working patterns)</b>	You will work on a rota and this may include evenings, weekends, sleep ins and bank holidays. There may be some lone working.
<b>Summary of the role - General nature, main Purpose and Objectives</b>	To enable the people who use Grace Eyre Choices Services to live their lives and support peoples independence, choices and dignity by getting to know the person, treating them with respect and being reliable and friendly.

### Key tasks & responsibilities

#### To be a good support worker you will:

- Work to the Grace Eyre values and charter.
- Work well on your own and as part of a team.
- Get to know the people you support, read and contribute to support plans and keep written records.
- Use IT equipment provided to help you do your job and to record information.
- Help people with personal care and medication in a dignified way if they need help and promote being healthy.
- Work in a positive way with the person and other people in their lives including family and professionals.
- Enable people to go out and about in their local community, to make connections, develop their skills and confidence and have fun.
- To be aware of health and safety for yourself and others and promote a safe working environment.
- Use the training and guidance provided by managers to give good support and develop your skills.
- Follow Grace Eyre Policies and Procedures and report any concerns you have about the well-being of people Grace Eyre support.
- At Grace Eyre we have an Equalities Policy and we treat everyone with respect and recognise individual needs and we expect all staff to do the same.

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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 Equality, Diversity & Inclusion Policy
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"> <li>1. I will always take responsibility for the things I do or don't do</li> <li>2. I will always promote and uphold the privacy, dignity, rights, health, and wellbeing of people who need care and support.</li> <li>3. I will work co-operatively with others to ensure the delivery of safe, high-quality care and support.</li> <li>4. I will communicate in an effective way to promote the wellbeing of people who need care and support.</li> <li>5. I will respect people's right to confidentiality, protecting and upholding their privacy and dignity.</li> <li>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.</li> <li>7. I will promote equality, diversity and inclusion by treating all people fairly and without bias.</li> </ol>