

Job Description and Person Specification

Job Title	Flexible Support Worker
Department/Section	Choices B&H, 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	Flexible Support Team Co-ordinator or Service Manager
Working time	Up to 37.5 hours per week
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 & responsibilities	
<p>To be a good support worker you will:</p> <ul style="list-style-type: none"> • 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. 	

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- 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.

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

The role holder will uphold the 7 principles of the Social Care commitment:

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.