

# Support Worker

Job Description  
& Person Specification

## Job Details

<b>Job Title:</b>	Support Worker
<b>Department:</b>	Choices Brighton and Hove Choices West Sussex Active Lives
<b>Location:</b>	Choices Brighton & Hove, in our supported living & outreach services. Choices West Sussex, in our supported living & outreach services. Active Lives, Brighton & Hove and surrounding area.
<b>Reporting to:</b>	Service Manager
<b>Staff responsible for:</b>	None
<b>Salary:</b>	Salary Scale 1
<b>Working Time:</b>	Hours are worked Monday to Sunday on a 24-hour basis
<b>Any specific working conditions:</b>	You will work on a rota and this may include evenings, weekends, sleep ins and bank holidays. There may be some lone working.

## Summary of the Role

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 and Responsibilities

- 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.

The post will include other duties and responsibilities not specified here. It is also likely that changes will be required from time to time.

## Qualifications/ Education

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|--|-----------|
| • NVQ Level 2 or 3 in Care or Equivalent | Desirable |
| • Educated to GCSE Level                 | Desirable |

## Skills/Competencies/Abilities

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|---|-----------|
| • The ability to develop relationships with a variety of individuals and work with them in a positive and co-operative way                          | Essential |
| • The ability to deliver a high quality and person-centred service for each service user  | Essential |
| • Ability to communicate information clearly and precisely  | Essential |
| • Good organisational skills and time management  | Essential |
| • Ability to support service users to participate in all decisions which affect their lives   | Essential |
| • Ability to support Grace Eyre management and the staff team to achieve agreed outcomes in a cooperative manner                                    | Essential |
| • Ability to work creatively and welcome innovative ideas   | Essential |
| • Ability to support individuals in personal care in a respectful way   | Essential |
| • To be able to advocate for service users when appropriate   | Essential |
| • The ability to plan and support a wide range of practical tasks and learning opportunities at home, in the community or within day opportunities. | Essential |
| • To be able to plan and support a wide range of activities that support social integration in the community such as leisure, sporting activities.  | Essential |

- Physically able to support service users in wheelchairs and with personal care tasks as required. Essential
- Empathy with people with disabilities Essential
- Even tempered and able to keep calm in emergencies and stressful situations Essential
- Assertive and confident but not directive Essential
- Non-judgemental Essential
- Experience of working within services for people who have learning disabilities or another group of people requiring support Desirable
- Experience of key working and coordinating care plans with individuals Desirable
- Experience of challenging prejudice, discrimination and oppression Desirable

## IT Skills

- Good IT Skills Desirable

## Knowledge

- Knowledge of innovative and quality practices in services for people with learning disabilities. Desirable
- Knowledge and understanding of legislation and best practice effecting people with learning disabilities. Desirable
- Understanding and commitment to equal opportunities, especially in relation to people with learning disabilities Essential
- Knowledge of health, medication and physical needs as they affect adults with complex needs. Desirable
- Experience of working within the care industry or experience of working within a similar role which has transferable skills. Desirable

## Our Values

Our organisational values are a shared set of standards that everyone at Grace Eyre can aspire to and help us to bring our vision, mission, Charter and Our Plan to life.

Our values are:

**Welcoming**  
*Everyone invited*

**Encouraging**  
*In it together*

**Pioneering**  
*Aiming high*

**Joyful**  
*Having fun*

**Celebratory**  
*Sharing success*

