

Job Description

Job Title: Support Worker

Reports to: Registered Service Manager/Deputy Manager

Based at: Specialist Service

Date: February 2023

Job Purpose: To provide day to day support for people with autism in a residential setting. The aim of this role is to provide hospitable, compassionate and respectful support; and to ensure that people with autism can positively live and achieve their outcomes in a community close to their families and friends. The Support Worker will practice by promoting the principles of *Right Support, Right Care, Right Culture* (CQC, 2020) and promote a strength based approach at all times so that people thrive.

Objectives	Typical Tasks
<p>Provide a high quality of care and support to people who use the service.</p>	<ul style="list-style-type: none"> ▪ Support individuals with personal care as specified within their person centred support & risk planning. ▪ Support people who use the service to maintain regular links with families and friends as appropriate. ▪ Support people using the service in the day to day domestic maintenance of their home. ▪ Support people who use the service in the purchasing and preparation of meals. ▪ Provide support to people who have care and treatment needs and ensure guidance from professionals is followed and recorded transparently. ▪ Support the people who use the service to attend appointments with health care professionals and record this information in their notes. ▪ Administer and record medication, as specified.
<p>To ensure service delivery is promoted in a <i>THINK PERSONAL</i> way for people with autism and associated conditions.</p>	<ul style="list-style-type: none"> ▪ To follow the autism needs assessment in line with the SJOG Autism Practice Model. ▪ To consistently implement <i>THINK AUTISM</i> strategies that are conducive to the needs of individual people. ▪ To ensure that autism and PBS records are comprehensive and transparently capture people's outcomes and needs. To report inconsistencies in needs and/or practice immediately in order to resolve quickly. ▪ Support the tracking and monitor of cyclical needs and be part of the discussion to develop proactive intervention strategies.

<p>To provide opportunities for people who use the service maintain and develop their skills in order to maximise their independent abilities.</p>	<ul style="list-style-type: none"> ▪ Provide people with clear, unbiased information about their rights and options in order for them to make informed decisions about their lives. ▪ Advocate, where necessary, on behalf of people who use the service and consult with families and advocates where necessary. ▪ To work in partnership with PBS Champions and the management team in maintaining support planning documentation so that it always remains live and current. ▪ In consultation with people who use the service, organise and participate in appropriate social and recreational activities.
<p>Utilise communication and recording systems to ensure you and others provide appropriate support.</p>	<ul style="list-style-type: none"> ▪ Read and complete daily notes at the start and end of shifts. ▪ Contribute to reviews of support planning and quality of life outcome measurements. ▪ Read and complete handover sheets as required. ▪ Read and maintain communication books / diaries. ▪ Utilise verbal and written communication to ensure all relevant information is shared. ▪ Read all relevant meeting minutes, memos and notices. Sign to indicate these have been read and understood. ▪ Follow all elements of support and risk planning and report any concerns immediately to the line manager on duty.
<p>Act as keyworker; designated to individuals in order to effectively co-ordinate their support.</p>	<ul style="list-style-type: none"> ▪ Organise and attend review meetings and update support planning as appropriate. ▪ Communicate and liaise with all colleagues (internal and external) where there has been changes to people's needs. ▪ Provide a key worker monthly report that summarises people's outcomes. ▪ Co-ordinate the planning of appropriate holidays and outings. ▪ Liaise with family members on a regular basis and ensure they are fully informed of their relative's progress and needs.
<p>Be aware of your responsibilities under the Charity's Health and Safety policy, taking all possible steps to ensure a safe working environment.</p>	<ul style="list-style-type: none"> ▪ Maintain a safe working environment. ▪ Ensure safe driving when supporting people in the community. ▪ Participate in the identification and assessment of risks and implement agreed working procedures to minimize their impact. ▪ Report and record all incidents, accidents or potential hazards following Health and Safety Policy. ▪ Carry out Health and Safety Checks and maintain accurate records. Ensure equipment is checked prior to use to ensure it is safe. ▪ Promote awareness amongst people who use the service of all emergency / on-call systems, and fire prevention and control, as necessary. ▪ Maintain good working knowledge of relevant standards in order to implement safely and appropriately.

<p>Continuous self-development to ensure knowledge and skills are relevant to the service</p>	<ul style="list-style-type: none"> ▪ Keep up to date with skills and knowledge. ▪ Attend mandatory training. ▪ Attend other training and development actively where appropriate. ▪ Participate in development reviews. ▪ Read and seek to understand all relevant communication e.g. staff handbook, written communication. ▪ Attendance at meetings as required. ▪ Be self-reflective in practice.
<p>Actively support the vision, philosophies and values of the Charity</p>	<ul style="list-style-type: none"> ▪ Promote the core values of the Charity i.e. respect, hospitality & compassion ▪ Act in a non-discriminatory manner. ▪ Maintain confidentiality at all times. ▪ Undertake any other duties that are in keeping with the values of the charity that you have the skill/ability to carry out

Person Specification

<p>Essential:</p> <ul style="list-style-type: none"> ▪ QCF Level 3 in Adult Health & Social Care ▪ Experience of working with people with autism. ▪ Experience of supporting people with a Positive Behaviour Support approach. ▪ Ability to respond to guidance and direction. ▪ Experience of developing support plans. ▪ Experience of the key worker role. ▪ Good communication skills. ▪ Ability to work as part of a team. ▪ Able to provide personal care. ▪ Able to work flexible hours including weekends, nights etc according to the needs of the people in service. ▪ Participate where necessary in social activities, outings/holidays with people using the service. ▪ Maintain confidentiality. ▪ Honest and reliability. ▪ Interested, motivated and committed. ▪ Accessible, approachable and comfortable with vulnerable people. ▪ Non-discriminatory and respect for cultural and religious heritage of all people. 	<p>Desirable:</p> <ul style="list-style-type: none"> ▪ Experience of supporting people who may challenge services. ▪ Sound understanding of complex behaviours and how communication is the route to improving this. ▪ Full, clean driving licence.
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