



## 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"> <li>▪ Support individuals with personal care as specified within their person centred support &amp; risk planning.</li> <li>▪ Support people who use the service to maintain regular links with families and friends as appropriate.</li> <li>▪ Support people using the service in the day to day domestic maintenance of their home.</li> <li>▪ Support people who use the service in the purchasing and preparation of meals.</li> <li>▪ Provide support to people who have care and treatment needs and ensure guidance from professionals is followed and recorded transparently.</li> <li>▪ Support the people who use the service to attend appointments with health care professionals and record this information in their notes.</li> <li>▪ Administer and record medication, as specified.</li> </ul>
<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"> <li>▪ To follow the autism needs assessment in line with the SJOG Autism Practice Model.</li> <li>▪ To consistently implement <i>THINK AUTISM</i> strategies that are conducive to the needs of individual people.</li> <li>▪ 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.</li> <li>▪ Support the tracking and monitor of cyclical needs and be part of the discussion to develop proactive intervention strategies.</li> </ul>

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

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

### Person Specification

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