

JOB DESCRIPTION

Post: Support Worker

Report to: Manager

DUTIES OF THE POST

- Offer support to service users in a respectful, dignified and non-judgmental manner adhering to all of the Company's Policies and Procedures.
- Assisting with the mental, emotional and social care and support of all service users and working as part of a team to provide a consistent, stimulating and caring environment for service users.
- Support service users in accessing and participating in community based activities such as Adult Education classes, social events, sports groups etc.
- Complete all written information according to requirements in a manner, which is professional and accessible to colleagues and other professionals.
- Where required be available for in sleep-in duties, waking night duties and work at evenings, weekends and bank holidays as necessary.
- That you have a duty of care to your service users at all times.
- Where required administer prescribed medication to service users in accordance with the Company's Policies and Procedures.
- Support your service user to maintain a clean and presentable living environment, including attending to all domestic tasks e.g. Cleaning, laundry, cooking, gardening, support with pets etc. at all times. In situations where your service user cannot or does not wish partake in these functions it is your responsibility to attend to such tasks.
- Support your service user with all aspects of personal care where required

Please sign to certify that you have read and understood the Job Description

Name of Staff:

Sign:

Date:

- To keep up to date records of petty cash, report books, etc.
- To understand that sometimes difficult behaviour from your service user may be a form of communicating unmet needs and take responsibility to contribute towards this understanding and its subsequent management.
- Participating in training programs as required.
- Undertaking supervised key worker duties with service users, family and other key workers as appropriate.
- Participating in the development, monitoring and updating of Individual Support Plans for service users.
- Appreciate, understand and have knowledge of different ethnic needs, and ensure that they are met and encourage service users similarly.
- Attending and participating in reviews, conferences, staff and project meetings.
- Participating in regular formal individual supervision sessions and Annual Appraisals with your Line Manager
- Carry out duties and responsibilities in accordance with the Company's Health and Safety Policy and relevant Health and Safety legislation.
- Ensure that all the services within the area(s) of responsibility are provided in accordance with the Company's commitment to high quality service provision to the consumer.
- Such other minor and/or none-recurring duties appropriate to the post as may be directed.

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