



*Empowering adults with learning disabilities to live fulfilling lives*

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## **JOB DESCRIPTION**

**Title of Post:** Support Worker Level 1 (General)

**Accountable to:** Service Manager

**Responsible to:** Lead/Senior SW or SW2 (in absence of Lead/Senior)

**Job Purpose:** The main purpose of the support worker is to provide the care and support needed for adults with learning disabilities (service users) to live happy and fulfilled lives reaching their full potential within their local community.

### **Specific Duties and Responsibilities of the Support Worker I**

#### **Service Users:**

- 1) To assist and encourage service users to make decisions based upon informed choice, recognising their responsibilities.
- 2) To assist in the implementation and evaluation of Person Centered Care Plans in order to address identified need.
- 3) To promote and support relationships which enable the individuals to integrate into the life of the local community to include assisting the individual to make use of community resources.
- 4) Organise and support social and recreational activities for service users in their own homes or through community based activities within and without the Unit for the benefit of the service user.
- 5) To actively support family/Carers to enable them to participate in the lives of the individuals who use the service whilst recognising the individual's rights.
- 6) To administer the prescribed medication within the context of The Croft Community's Policies and Procedures as delegated
- 7) To support and assist individuals in practical household tasks including cooking, shopping, housework, gardening and budgeting.
- 8) To facilitate individuals in planning holidays and to accompany them as appropriate.
- 9) To support and assist individuals, as appropriate, in their personal care tasks whilst respecting their dignity and privacy.
- 10) To work in partnership with other Staff within The Croft Community and external agencies to ensure the delivery of a holistic service.

- 11) To raise awareness of and adhere to the confidential policies and procedures within the staff team.
- 12) To provide support, to the individuals who use our services, on a Rota basis which will include "on-call support" i.e night awakes and sleep-in duties as required.
- 13) To undertake driving duties as and when required which will enable the service users to attend their chosen work placements/day care opportunities and social/recreational activities.
- 14) As part of the driving duties you will be required to carry out monthly vehicle checks to ensure safety for service users.
- 15) To be willing to carry out the duties of a Key Worker as and when requested.

### **Administrative Tasks:**

- 16) To ensure that effective communication systems are maintained to utilize the current computerized and IT system which include handovers, report writing and recording minutes of team meetings.
- 17) To ensure that records e.g. Incident/Accident Reports are completed and maintained in line with The Croft Community's Policies and Procedures as well as the regulatory bodies (RQIA, Health & Social Care Trust etc.)
- 18) To adhere to the policies and procedures for the handling of all monies within The Croft Community.
- 19) To demonstrate an awareness of and work within the quality standards of The Croft Community.

### **Meetings and Training:**

- 20) To attend meetings as required, e.g., Staff Meetings, Service Users Reviews etc.
- 21) To participate in all internal and external Staff Training activities as required. Ensure your training is kept up to date and meets the required standards as per regulations.
- 22) To participate in individual/group Professional Development (Supervision) sessions as per Croft Policies and Procedures.
- 23) To participate in the Induction of new Staff as appropriate.
- 24) Ensure you complete at least 2 supervisions and 1 appraisal per year

### **Policies and Procedures:**

- 25) To work within statutory and organisational Policies and Procedures.
- 26) To implement and monitor The Croft Community's Health and Safety Policies and Procedures eg Fire Safety, First Aid (training will be provided) and to conduct all activities in a manner that is safe to yourself and others.
- 27) To carry out all duties and responsibilities within the philosophy of care, ethos and the Policies and Procedures of The Croft Community
- 28) To adhere to the Northern Ireland Social Care Standards of Conduct and Practice as well as meeting the minimum standards of the Registration Quality & Improvement Authority and Supporting People through QAF.
- 29) To carry out all duties and responsibilities in a respectful manner

*This job description is not exhaustive and you may be required to undertake other duties as commensurate with the position. This job description may need to be amended in accordance with the developing needs, objectives and services of The Croft Community.*