



Empowering adults with learning disabilities to live fulfilling lives

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JOB DESCRIPTION

Title of Post: Support Worker 2 (General)

Accountable to: Service Manager

Responsible to: Service Lead/Senior Support Worker

Job Purpose: The main purpose of the support worker is to provide the care and support needed for adults with learning disabilities to live happy and fulfilled lives reaching their full potential within their local community. In addition to this they will assist the Senior in the smooth running of the house.

Specific Duties and Responsibilities of the Support Worker 2

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 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 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 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) Assist the service user to check medication needs and order if required, support the service user to collect their medication from pharmacy and ensure medication is correct and the service user is named. Order acute medication from GP in a response to service user's medical needs as and when required.
- 14) To support and enable the service users to attend their chosen work placements/day care opportunities and social/recreational activities, using all available transport resources.
- 15) If you are a registered driver for The Croft Community, as part of the driving duties you will be required to carry out monthly vehicle checks to ensure safety for service users.
- 16) To be willing to carry out the duties of a Key Worker as and when requested.

Administrative Tasks:

- 17) To be responsible for and ensure that effective communication systems are maintained to include handovers, report writing and recording minutes of team meetings with a computerised or IT system being the main method of record keeping.
- 18) To be responsible for and 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.)
- 19) To have responsibility for and maintain appropriate financial and administrative systems as required including Petty Cash and Service Users personal finances in accordance with The Croft Community Policies and Procedures.
- 20) To be responsible with the support of the senior for ensuring that all reports for Trust Care Management, PCP reviews and Croft Service Manager are completed in a timely and professional manner.
- 21) To demonstrate an awareness of and work within the quality standards of The Croft Community.

Meetings and Training:

- 22) To attend meetings as required, such as Staff & Team Leader meetings, Senior meetings; in the absence of the Senior, and support the Service Users to attend Care Management reviews or other meetings as directed by senior or management.
- 23) To participate in all internal and external training opportunities as appropriate to job role. Ensure your training is kept up to date and meets the required standards of NISCC PRTL.
- 24) To participate in annual appraisal reviews, individual or group Professional Development (Supervision) sessions as per Croft Policies and Procedures and to supervise and/or appraise SWI staff.
- 25) To support the Senior or take a lead role in the Induction of new Staff as appropriate.

Policies and Procedures:

- 26) To work within statutory and organisational Policies and Procedures.
- 27) 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.
- 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 within the philosophy of care, the Policies and Procedures of The Croft Community.

In Addition

To be responsible for the day to day operational running of the house or unit, including rota management in the absence of the senior.

To assist the Senior or in the absence of a senior; monitor annual leave / sick leave and report to Supported Living Lead / Service Manager.

To be responsible for the completion of regular / monthly medication orders.

Ensure all reports / reviews are completed in a timely manner and forwarded to management.

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.