Job Description

Job Title	**Day & Waking Night Support Worker**
Responsible To	**Registered Manager**
Accountable To	**Regional Manager**

Main Purpose

To enable the people we support to lead a valued and fulfilling life and to maximise the potential ability of all individuals, physically, intellectually, emotionally and socially, whilst working in accordance with company philosophy of care and values, policies, procedures and all relevant legislation.

Key Responsibilities (Duties not exhaustive)

1. Enhancing and enriching quality of life for the people we support by enabling them to keep moving towards agreed goals and life skills. This will involve supporting those individuals to plan and engage in activities in line with their individualised activity planner, which could include holidays, social events, religious and sporting activities, education and employment.

2. Maintain the general health, wellbeing and emotional needs of the people we support. This includes but is not limited to, ensuring a high standard of personal care which could include intimate care, attending health appointments, administering medication in line with company policies and responding appropriately to any medical or health concerns.

3. The company is committed to safeguarding and promoting the welfare of the people we support and expects all employees to share this commitment. Support workers must ensure the safety of the people we support complying with all Health & Safety requirements and all other relevant legislation and best practice. Ensure all concerns around safety and safeguarding are reported immediately and all safeguarding policies are adhered to.

4. To encourage the people we support to access a range of opportunities and experiences, supporting them to maximise their inclusion and participation in the community according to their needs, wishes and preferences.

5. To be personally accountable for the standard of your practice.

6. To support new team members.

7. Reports concerns and important matters to line management in a timely manner

8. To maintain the confidentiality of information.

9. Supporting the people we support to keep in contact with family and friends, and to participate in social and community activities including annual holiday and professional networks.

10. Maintain accurate and detailed records in line with legislation and company policies and procedures. This includes, but is not limited to, preparing and implementing care plans, risk assessments, writing daily reports, behaviour support documentation, health appointments and accident/incidents and completing other environmental records.

11. To maintain and work with an up to date knowledge of each individual's preferred method of communication.

12. Involve the people we support in maintaining the cleanliness of the home to a high standard.

13. Work as part of a staff team in a constructive and supportive manner, attending and participating in regular staff meetings and contributing to a culture of open communication and constructive feedback with colleagues.

14. Participate in regular supervision and annual appraisals and take personal responsibility for your own learning.

15. Attend all relevant training/development provided and take responsibility for putting your learning into practice on a daily basis.

16. Maintain a working knowledge of, and comply with Care Quality Commission (CQC) Fundamental standards, company policies, procedures and guidelines.

17. To work in accordance with company values.

18. To support behaviours that challenge, safely and supportively, by using the skills and approved approaches (both theoretical and practical) learnt through training, thus promoting positive behaviour management.

19. Undertake sleep-in shifts and on call duties, on a rota basis as determined by the needs of the service.

20. Adheres to working hours required, demonstrates flexibility to ensure the service is covered.

21. Lead shifts as and when required.

22. To remain awake whilst on duty.

23. To ensure the safety of the people we support and the security of the premises.

24. To support all individuals in line with operational requirements. This involves working as part of a team or lone working in order to maintain a stable, happy and caring environment that puts the health, safety and welfare of the people we support first.

25. Act as a key worker to the people we support ensuring the consistent implementation of all the above points.

Additional Duties

It is the nature of the work that task responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises in order that tasks which are not specifically covered in their job description are covered.