

Community Support Worker

PURPOSE OF JOB

To deliver a person-centred service for people who use our services. Work with the staff team to enhance, develop and maintain the potential of the people using our services, extending contact with the community, encouraging them to attain their full potential and maximise the options available to them.

To work in partnership with people who use our services to encourage choice, participation and motivation adhering at all times to the values and behaviours of the organisation.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

PEOPLE WHO USE THE SERVICE

To encourage people who use our services to be involved in and take responsibility for the running of their own home. To support people to use community facilities, promote a variety of social and leisure activities and to support people with their health needs through informed choice. To provide a stimulating environment where skills can be maintained and developed.

To support people with their intellectual and social development according to each person's desires, abilities and needs. To achieve stated objectives from their person centred plan.

COMMUNICATION AND RELATIONSHIPS

To contribute to effective communication with people who use our services, their relatives, friends, professional helpers and other members of staff. To facilitate meetings to ensure the involvement of people who use our services in consultation and decision making.

Encourage relationships and support people with their emotional needs, ensuring the continuity of quality and safety in the provision of care and support services.

PERSON CENTRED PLANNING

To support people who use our services to think about, plan and achieve goals and develop their involvement in their plans using person centred plan (PCP). Enable these individuals to be at the centre of their care package using appropriate Person Centred approaches to plan, implement, monitor and review their support as part of a continual process.

PERSONAL CARE

To assist the people who use our service with physical disabilities following appropriate training, in line with the Achieve Together Policy and procedure.

To assist with personal care and dressing as appropriate.

To support the people who use our service to administer and monitor medication, in line with the Achieve Together Policy and procedure.

EQUAL OPPORTUNITIES

To offer and support people with a range of new experiences & to encourage and support people to develop and pursue their own cultural interests. To encourage an awareness of individual's rights and responsibilities as citizens in their own home and within the wider community.

HEALTH AND SAFETY

To ensure the general well-being, safety and security of everyone who uses the service by continually assessing risk taking. To maintain high standards of health, safety and hygiene, ensure a clean and safe environment, support the people who use the service with their domestic responsibilities and personally undertake cleaning tasks as necessary.

To work within agreed Health & Safety policies and procedures, support people with their awareness of specific and general health issues & support people as appropriate in taking & monitoring their medication and liaising with other health professionals.

TEAM WORK

To attend and participate in team meetings, work within policies and procedures as agreed by the team as a whole or at the instruction of the managers.

To support and provide induction to new team members, relief workers or volunteers and work within a team culture which provides support and encouragement to all team members regardless of job role.

To develop positive and professional relationships with all team members. To do sleep-ins and fully work within a shift rota system.

TRAINING AND SUPERVISION

To actively participate in supervision, appraisals and training programmes necessary for professional development and specific to the needs of people using our services.

ADMINISTRATION AND FINANCIAL MANAGEMENT

To maintain and update written and computerised records, as required, in line with the

Action on Achieve Together policies and procedures and legislative requirements & be involved in the development of service policies and procedures.

To ensure financial records are kept up to date, budget limits are adhered to and financial instructions are observed. To assist with benefits, banking and budgeting issues for people who use our services and provide support as appropriate.

SAFEGUARDING

To be aware of the vulnerability of the people you work with and be alert to potential for abuse. To use local and national policies and procedures for recognizing, recording, reporting and participating in safeguarding protocols

OTHER

To drive vehicle as required (if in receipt of a full/clean driving licence)

This job description is a general guideline only. All Support Workers may be required to undertake duties not outlined above at the request of the Manager, Deputy Manager or Senior Support Worker.