|  |  |
| --- | --- |
| **JOB DESCRIPTION** | |
| **JOB TITLE:** Support Worker / Job Trainer / Community Outreach Worker | **LOCATION:** |
| **RESPONSIBLE TO:** Service Co-ordinator | **HOURS PER WEEK:** |
| **DBS DISCLOSURE LEVEL:** Enhanced Disclosure Required | |
| **JOB PURPOSE:**  To provide high quality, person centred care and support, to the people using our services and to enable them to achieve positive outcomes which are important to them.  To support disabled / vulnerable adults, including elderly people to remain living in the community by providing care and support within the person’s own home and / or within the wider community or in their place of employment, in accordance with their support plan.  Provide safe, flexible and responsive support in line with current statutory requirements, legislation and adhere to guidance in the employee handbook.  Staff may be expected to work at different locations across the service, participate in the on call system and be required to work a range of shifts including evenings, weekends, sleep ins, waking nights and Bank Holidays. | |
| **MAIN DUTIES / RESPONSIBILITIES**   1. To support people with disabilities using person centred and enabling approaches to ensure that people maintain or maximise their independence wherever possible. 2. To provide opportunities which enable people to become active and valued members of their communities. 3. To maximise the safety of the person supported, staff, and the community within a risk enablement culture which supports people to achieve positive outcomes in their lives. 4. To complete and / or maintain accurate records relating to the person supported in accordance with the relevant service provision, current regulations and companies policies and procedures including:  * financial expenditure on behalf the of person * daily records – personal care records, team communication records, progress reports etc. * administration of medication * care and support plans * health action plans  1. To ensure any needs from the health actions plans are implemented and kept updated, where applicable. 2. To work collaboratively with families, other professionals and providers. 3. To enable people supported to maintain their tenancies, home environment and promote good relationships with third parties e.g. neighbours, landlords. 4. To support people with dignity and respect in order to meet their identified needs, as detailed in their support plan, including:  * physical support particularly in relation to moving and handling * personal care * daily living tasks * administration of medication  1. To support people to access a range of opportunities and experiences, either from their own home or in a community setting, including:  * adult learning * employment * social and leisure * assistive technology / IT skills * volunteering / employment * religious and cultural activities      1. To work as a team member, including:  * demonstrating a willingness to share duties * support each other in applying consistent working practices * use of good written and verbal communication * attend team meetings  1. To work in accordance with current legislation, regulations and North West Community Services Policies, Procedures and Protocols, including but not limited to:  * Health & Safety * Data Protection and Confidentiality * Mental Capacity * Care Quality Commission * Deprivation of Liberty and Safeguarding Adults * Operational Policies * Whistleblowing * Equality and Diversity | |
| **Other requirements**  You may need to use your own car or public transport to undertake the duties required by this post.  All new employees will be required to complete an induction training programme to undertake the duties required by the post and to demonstrate their own ongoing professional development.  It is compulsory for employees to attend regular supervision, monthly team meetings any mandatory or specialist training necessary to meet the health and social care needs of the person supported. | |

This job description forms part of the contract of employment for the person appointed to this post. It reflects the current position, and may be changed at the company’s discretion in the future. As a general term of employment, the company expects the post holder to work flexibly and they may be asked to carry out different duties, appropriate to their remuneration and status, to meet the needs the business / service

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver our services and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Person Centred Services

We are committed to putting our customers’ needs and expectations at the centre of everything we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, person centred services at all times.

Social Care Commitment

We have signed up to the Social Care Commitment to continually improve the quality of the

care and support we provide. All our employees are expected to and will be supported to work towards a level 2 qualification in Social Care as a minimum, if they do not have one already.

Training & Development

Staff training and development will support staff to deliver services to the standards required by the Care Quality Commission, Health and Social Care Standards Act 2008, Regulations 2010 and the companies Quality Assurance Programme.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of young people and vulnerable

Adult’s using our services.