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| **JOB DESCRIPTION** |
| **JOB TITLE:** Support Worker / Community Outreach Worker | **LOCATION:**  |
| **RESONSIBLE TO:** Service Co-ordinator | **HOURS PER WEEK:**  |
| **DBS DISCLOSURE LEVEL:** Enhanced Disclosure Required |
| **JOB PURPOSE:**To provide high quality person centred care and compassion promoting independence, wellbeing and choice at all times in a person centred approach to the people using our services to enable them to achieve positive outcomes which are important to them.To support adults with learning disabilities, mental health , including older people and those with additional needs 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.To ensure that the individual needs of the people supported are met in a way that is safe, caring, responsive, respects the dignity of the person, achieves good outcomes and promotes independence. |
| **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 implementing Mediline’s philosophy and values.
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:
* To carry out and record financial expenditure on behalf of the of person
* Daily records – personal care records, team communication records, progress reports etc.
* To carry out and record administration of medication and to ensure any changes are kept updated
* To follow and update person centred plans
* To follow and update care and support plans
* To ensure needs from the health action plan are implemented and kept updated where applicable
* To follow and implement Risk Assessments
1. To work collaboratively with families, other professionals and providers.
2. To enable people supported to maintain their tenancies, home environment and provide support in domestic and social needs promote good relationships with third parties e.g. neighbours, landlords.
* Safety
* Security
* Comfort of their own home
* Living environment
1. To respect people supported rights to privacy and to ensure their dignity is maintained at all times 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
* attend one to one supervisions
1. To work in accordance with current legislation, regulations and Mediline Supported Living 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
* Whistleblowing
* Equality and Diversity
* Infection control

**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.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.  |
| 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.

Policy and Procedures

To observe any written policies, procedures and guidelines for good practice agreed by Mediline Supported Living.