

## Inshore Support Ltd

### JOB DESCRIPTION

Job Title	Support Worker
Reports to	<ol style="list-style-type: none"><li>1. Ultimately reports to the Home Manager or Area Manager</li><li>2. When the Home Manager is not on shift all support workers report to the Deputy Manager.</li><li>3. If no management staff are on shift (e.g. Home or Deputy Manager) support workers must report directly to the senior support staff on shift (issues should not be held from a shift to wait to be reported to the home or deputy manager unless it relates to the person they are reporting to)</li><li>4. All support workers including seniors report to Senior management team.</li></ol>

### JOB PURPOSE

A Support worker supports individual service users with learning disabilities including challenging behaviour. To undertake every day activities and functions.

Support workers are required to support individual service user to attain personal independence, choice and responsibility in a homely environment in which the support worker is required to demonstrate unconditional acceptance and tolerance.

A support worker must be able to integrate individual service users into the local community life and activities by establishing and maintaining existing relationships, promoting friendship with and personal development of the individual service users.

Area	Duties and responsibilities
Personal care	<ol style="list-style-type: none"> <li>1. Have an understanding of individual service user needs support individuals to achieve maximum independence.</li> <li>2. To encourage service users participation in planned care and independent living.</li> <li>3. To adhere to individual service user care plans</li> <li>4. Personal care of a service user includes but is not limited to; <ul style="list-style-type: none"> <li><input type="checkbox"/> Bathing and personal hygiene dressing.</li> <li><input type="checkbox"/> Incontinence and toileting</li> <li><input type="checkbox"/> Food and Drink preparation prevision and assistance</li> </ul> </li> <li>5. While completing personal care support workers must maintain service users dignity, respect whilst communicating effectively with the service user and other staff members as appropriate.</li> </ol>
Activities Home and community	<ol style="list-style-type: none"> <li>6. Have an understanding of individual service user needs support individuals to achieve Supported independence in home and community activities.</li> <li>7. To adhere to individual service user care plans</li> <li>8.</li> </ol>

## AIMS OF POST

9. To be aware of the importance of teamwork.

10. To be aware of the principals of ordinary living and social role valorisation.
11. To assist in providing a friendly happy atmosphere within the home.
12. To encourage client participation in planned care and independent living.

## **FUNCTIONS**

1. To support individuals to achieve maximum independence
2. To maintain a thorough knowledge, of each client and report accurately any changes to the Home manager/senior support.
3. Observe the Home Health and Safety policy at all times.
4. Report all accidents/incidents as per agreed procedure.
5. Promote a positive image of clients at all times.
6. Participate in meetings, reviews and IPP when required to do so.
7. Contribute new ideas.

## **ADMINISTRATIVE**

1. Report any faulty equipment or furnishings to the Home Manager/Senior Support
2. Report on client care to the Home Manager/Senior Support
3. Assist in the administration of medication according to agreed policy and procedure.
4. Assist in the day to day running of the home.

## **PERSONNEL**

1. Take part in the appraisal process.

2. Take part in education and training as identified appropriate through appraisal.
3. Keep informed of all changes in planned care and encourage colleagues to do the same.

This job description is intended for guideline use only and as such is not exhaustive and participating in duties not listed individually will be required of the post holder.

It is subject to periodic review  
February 2005  
INSHORE SUPPORT LTD.