

## JOB DESCRIPTION

**ASPIRE COMMUNITY BENEFIT SOCIETY LIMITED**

**POST TITLE** Support Worker (Weekends Only) - Supported Living

**POST(S) TO WHICH DIRECTLY RESPONSIBLE** Support Leader

**POSTS(S) FOR WHICH DIRECTLY RESPONSIBLE** N/A

### PURPOSE OF THE JOB

To provide an integrated package of housing related support & social care to customers in a geographically defined area by encouraging wellbeing and integration into the local community.

### RESPONSIBILITIES

To support & enable customers to be independent whilst promoting dignity and choice.

To deliver housing related support, social and personal care utilising a person centred approach to enable customers to maximise their independence.

To support customers when taking medication as specified in the support plan and ensure the maintenance of all necessary records are up to date and accurate.

To support individuals to undertake practical, domestic and budgeting tasks to maintain their tenancy and promote independence as identified in their support plan, e.g. shopping, cleaning, payment of bills, home security etc.

To contribute and utilise support plans and person centred risk assessments to promote independence in a safe environment.

To take an active role and involve customers in the ongoing service development of Learning Disability Services and facilitate advocacy.

To support individuals to liaise with housing providers where necessary.

To promote wellbeing and safeguard adults from abuse and ensure all safeguarding concerns are reported to line management.

To respect the confidential nature of the work and ensure that customers and carers are aware of the Aspires policies relating to the customers access to files and to work within the appropriate information sharing protocol.

To promote the use of leisure and educational facilities and employment and volunteering

activities in the local community.

To facilitate customers on outings, trips and holidays.

To attend and participate in meetings, training and supervision as required.

To work flexibly as part of a team.

To accurately complete all necessary documentation, records and reports as necessary and determined by Aspires procedures.

Adherence to the Skills For Care Code of conduct, Code of Practice, Aspire Code of Conduct on Confidentiality and the Data Protection Act 1998.

To liaise and communicate with relatives, carers, neighbours, neighbourhood schemes, professionals and other agencies.

To assist with basic training and induction of new starters.

To actively respect and take into account all cultural, religious, personal and social needs.

To carry out sleep-in duties as required.

To undertake any other duties appropriate to the post.

To participate in training and development activities (including reflective practice) as necessary to ensure up to date knowledge, skills and continuous professional development.

To comply with the requirements of all Aspires policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures.

To actively promote and support Aspires Policies on Equal Opportunities and to work in an anti-oppressive manner.

## **RELATIONSHIPS**

The post holder will work as part of a team maintaining a close working relationship with staff, customers, carers, colleagues and professional agencies in partnership with the customer taking account of confidentiality, including data protection.

## **PHYSICAL CONDITIONS**

The post holder will be community based providing the service within customers own homes and assisting the customer to access the wider community. Aspire operates a non-smoking policy; however the post holder will have to visit customer's homes where other people may smoke.

## **SOCIAL CONDITIONS**

The Service is available 24 hours per day, 7 days per week, 365 days per year. Standard hours are 37 per week worked on a flexible variable rota basis which includes weekends, evenings, sleep in duties (if required) and bank holiday working. Flexible ways of working will be required and an ability to accommodate different lifestyles, goals and aspirations of individual customers.

## **PROSPECTS**

### **Promotion**

Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within Aspire which potentially provide the opportunity for career progression.

Any subsequent vacancies will be filled in compliance with agreed Aspire procedures.

### **Training**

Aspire has a positive commitment to the training and development of employees in all areas of its activities.

Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

## **QUALIFICATIONS**

It is essential that you hold QCF in Health and Social Care or its predecessor at Level 2. If you do not hold a relevant QCF you must be willing to undertake the QCF Level 2 within six months of commencement in this post. Employees working with people who have a learning disability will also need to hold or to complete The Induction in Supporting People with a Learning Disability within 12 weeks of commencement in the post.

## **SPECIAL CONDITIONS**

This post is subject to a higher level check with the DBS. In discharging its social services function under the Local Authority Social Services Act 1970, Aspire is covered by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 ) and any applicant is obliged to disclose ALL convictions and cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.

Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Description Prepared / Reviewed:

Chief Executive/ Operations Director

Date: 01/08/2015

## Person Specification

Detailed below are the types of skills, experience and knowledge which are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under “Desirable Requirements” are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

### ESSENTIAL REQUIREMENTS

#### SKILLS

Ability to communicate and present varied information in the most appropriate formats and pass information effectively, accurately and concisely between various stakeholders.

Ability to work in a supportive and enabling manner that focuses on supporting individual customers to achieve their goals.

Ability to use a person centred approach and to contribute to and monitor support plans.

Ability to support and enable customers to maintain their tenancy and make choices about their lives.

Ability to support customers with interpersonal skills when they meet and interact with other people including family friends, professional and the general public.

Ability to deal challenging situations appropriately.

Ability to show empathy and patience when supporting customers.

Ability to work unsupervised and on one’s own initiative on a daily basis.

Ability to work with and take into account the needs of customers from diverse, multi-cultural and ethnic backgrounds.

Ability to work flexibly as part of a team.

Ability to undertake some to moving, bending and stretching.

Basic literacy and numeracy skills.

#### KNOWLEDGE

Demonstrate an understanding of the importance of confidentiality and the needs and wishes of customers as appropriate.

Demonstrate an awareness of the needs associated with vulnerable adults.

Demonstrate an understanding of diversity issues within local communities.

Employees working with people who have a learning disability will also need to hold or to complete The Induction in Supporting People with a Learning Disability within 12 weeks of commencement in the post.

Employees working with people that have a learning disability must hold a CQF in Health and Social Care or its predecessor at Level 2 or must be willing to undertake the CQF Level 2 within six months of commencement in this post.

### **EXPERIENCE**

Of working with people in a social care setting

Of working as part of a team

Of using person centred approaches.

Of communicating with individuals using a variety of methods including non-verbal and visual communication.

### **BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS**

To respect each customers right to exercise choice and take control over their own lives.

Ability to understand and observe the Aspire's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under Aspire's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge and skills.

### **DESIRABLE REQUIREMENTS**

#### **SKILLS**

Ability to work with a variety of electronic communications and technology.

Ability to drive

#### **KNOWLEDGE**

Local knowledge of the area.

Of the social model of disability.

Of Health and Safety at work policies

Of moving and handling techniques

Of current trends within learning disability services.

**EXPERIENCE**

Of providing support for people who live independently in the community

Of dealing with challenging situations.

**BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS**

Knowledge of the problems of disadvantaged groups.