

## JOB DESCRIPTION



**JOB TITLE: Support Worker**

Reports to: Registered Manager/Team Leader

Hours: Full/Part-time

Type of Contract: Permanent/Relief Hours

Housing Qualifications: n/a

### Job Purpose

- To ensure the highest standards of care are maintained in line with regulatory requirements, policy statements and the Five Accomplishments of Les Amis.
- To have enthusiasm and a positive attitude towards supporting people with learning disabilities and associated needs to enable them to lead independent and fulfilling lives.
- Develop and foster positive and enabling relationships to support emotional, physical and mental wellbeing.

### Main Responsibilities

The following should be regarded as indicative but not exhaustive of main responsibilities:

- Provide help appropriate to each resident and service user's needs in maintaining a good level of personal health and hygiene including personal intimate care.
- Co-ordinate and assist in the development of structured daytime activities with the assistance of other relevant services.
- Offer a range of choices providing opportunities for leisure activities, social situations and integration with the local community.
- Act as keyworker to a small group of residents/service users taking responsibility for their wellbeing by participating and contributing to each resident's support plans.
- Encourage the active participation of parents and relatives with the on-going care and development of the residents and service users.
- Participate in residents and service user's holidays when required.
- Acknowledge and respect the rights and personal dignity of the residents/service users at all times, in accordance with the Five Accomplishments and the Care Principles of the organisation.
- Provide support and encouragement at all times to enable the residents and service users to grow and develop physically, mentally, emotionally and spiritually.
- Help manage risk and risk taking under the guidance of the Team Leader and/or Registered Manager.

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- Report any safeguarding issues in line with policy and procedures.
- Support the team leader and SSW maintain the required monitoring and safe management of the working environment such as fire drills etc.

### Competencies & Personal Requirements/Experience:

Required:

- To have (or complete) a RQF level 2 in Health and Social care
- Good written and verbal English skills.
- Excellent interpersonal and communication skills.
- Genuine interest in working with individuals with a learning disability.
- Ability to be flexible, adaptable and reliable.
- Commitment to undertaking statutory and mandatory training.
- Computer literacy at intermediate level.
- Satisfactory DBS check.

Preferred:

- RQF level 3 in Health and Social Care.
- Valid driving licence – manual not automatic.

### Equality and Diversity Statement

Every member of staff has a personal responsibility for acting in accordance with the equality and diversity policy of Les Amis, respecting the rights of all colleagues and service users.

### Health and Safety

All employees are required to comply with the regulations set within the Health & Safety policy; maintaining an awareness of safety hazards within the houses and adhering to risk assessments, safe systems of work, manual handling and lifting procedures at all times. Compliance with COSHH Regulations ensuring correct storage, and the use and control of hazardous substances must also be adhered to at all times.

### Les Amis Behaviours

All employees should act at all times in accordance with Les Amis' competency frameworks and codes of conduct, reflecting the principals and core values of Les Amis Five Accomplishments and the Care Principles and any other professional bodies that you are a member of.

Les Amis reserves the right to amend this job description according to organisational needs. Any changes will be confirmed in writing. Please sign, print your name and date below to indicate you have read and understood this job description.

JOB DESCRIPTION

Employee signature.....

Employee print name.....

Date.....