



Herts & Essex Independence At Home

Supporting and Enabling People with Specialist Needs

JOB DESCRIPTION

JOB TITLE:	Support Worker
LOCATION:	Across the Service as required
RESPONSIBLE TO:	House Manager/Senior Support Worker
WORKING RELATIONSHIPS:	Registered Manager, House Manager, Senior Support Staff and other Professionals
HOURS:	Up to 37.5 (across 7 days, variable to meet the Service needs)

SCOPE OF JOB

- To support Service Users in all aspects of daily living, promoting their personal dignity, freedom of choice and independence, whilst maintaining their health, wellbeing and safety.
- The postholder will be expected to carry out the duties within the ethos and vision of Herts & Essex Independence at Home.
- Responsibility for safeguarding and promoting the welfare of Vulnerable Adults and young people.
- Work to the Policies and Procedures of Herts & Essex Independence at Home.

SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES

Note: Given the nature of the job role in supporting the activities of Service Users being a car driver and using your vehicle is essential to this post.

- To work as part of a team promoting Service Users personal dignity, freedom of choice and independence.

- Assist individuals with their personal care, this will vary depending on the ability of the individual.
- Report any concerns to senior staff about the health and wellbeing of a Service User.
- Create an environment in which each individual's emotional and personal developments are met, including leisure interests, social and domestic activities.
- Provide individual support to service users as well as supporting small groups of Service Users.
- Maintain agreed standards in relation to Herts & Essex Independence at Home Policies and Procedures and those laid down by the Care Quality Commission.
- Attend and contribute to meetings and reviews as appropriate for the area you are working in.
- Promote non-discriminatory practice and encourage and enable Service Users to be involved in the running of their home and activity programmes.
- Support service users in all aspects of daily living.
- Change and adapt to the service users needs and pro-actively support in responding to the changes.
- Recognise and value individuals' cultural identity and enable individuals to express this according to their wishes.
- Assist with maintaining the cleanliness of the living accommodation.
- Domestic duties commensurate with their abilities.
- Assist with laundry, cooking etc., as necessary.
- Respect the code of confidentiality in relation to information.
- Undertake appropriate training and be involved in ongoing supervision.
- Assist in ensuring effective communication with all Professionals working with the individual.
- Ensure that appropriate procedures are carried out in relation to Health & Safety, including completing risk assessments once trained.
- Project a professional and positive image at all times.

Health & Safety

- To be familiar with Health & Safety regulations, policies and procedures and ensure they are adhered to within your area of responsibility.
- Ensure that high standards of housekeeping are maintained by all staff in the team.
- Ensure that infection control practices are followed as appropriate.
- Be aware of responsibilities placed as a result of the Health & Safety at Work Act (1974) to ensure that agreed safety procedures are carried out to maintain environmental safety for service users, staff, contractors and visitors.

In carrying out these duties the employee is required to take responsible care to avoid injury or accident, which may be caused by work. These duties must be performed in accordance with Herts & Essex Independence at Home's Health & Safety Policy, which is designed to secure safety in working practices in line with current legislation.

Data Protection

The post has confidential aspects. If you are required to obtain, process and/or use information held on a computer you should do this in a fair and lawful way. You should hold data only for specific purposes and not disclose or use it in any way that is incompatible with such a purpose. You should only disclose data to authorised persons or organisations as instructed. Breaches in confidence in relation to data will result in disciplinary action that may involve dismissal.

To be familiar with Health and Safety regulations, policies and procedures and ensure they are adhered to within own area of responsibility.

Financial

It is your responsibility to ensure that you are working within the Company's policies regarding financial management and support of Service Users.

Disclosure & Barring Service Check

This post is classed as having a high degree of contact with Vulnerable Adults and is exempt from the Rehabilitation of Offenders Act 1974. It is therefore subject to an **enhanced** disclosure through the Disclosure & Barring Service.

The duties and responsibilities above do not represent a full list of those expected of the post holder. It is also recognised that the duties of all posts are subject to change over time. The Company's Director will consult with the post holder regarding any major changes to duties and responsibilities. Reasonable notice regarding change will be given.

Herts & Essex Independence at Home Person Specification

Post: Support Worker

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Evidence of personal development since leaving full time education • Full driving licence and own transport 	<ul style="list-style-type: none"> • NVQ level 2 in Care • GCSE's or equivalent
Experience	<ul style="list-style-type: none"> • Experience of working with others 	<ul style="list-style-type: none"> • Work in a care setting • Caring for people with disabilities
Knowledge & Understanding	<ul style="list-style-type: none"> • Understanding of the importance of care for vulnerable adults 	
Abilities and Skills	<ul style="list-style-type: none"> • Caring attitude • Ability to communicate effectively with service users and colleagues • Good standard of literacy and numeracy 	
Special Circumstances	<ul style="list-style-type: none"> • Commitment to undertake further training and development as necessary for the post • Ability to work a shift pattern, including evenings and weekends and sleep-in duties • Suitability to work with vulnerable young people 	

Reasonable adjustments will be considered where applicable under the Equality Act 2010