

## **Support Worker Job Description**

**RESPONSIBLE TO:** Service Manager

**PURPOSE OF POST:** To work as part of a team providing high quality care and support to clients to remain independent in their own homes, reflecting the objectives of the SweetTree Charter & Philosophy of Care.

**MAIN RESPONSIBILITIES:** To assist clients with activities of daily living as per assessment and care plan completed by the Support Manager

### **Duties are varied and key tasks include:**

- Supporting the client to carry forward development and rehabilitation programmes for people with learning disabilities, brain injuries, cognitive and physical impairment
- Support with executive skills such as budgeting, managing appointments and assisting with correspondence
- Support with behaviour management such as help with emotional needs and anger management
- Support with activities of personal care and daily living
- Support clients to extend their lives by accessing social and employment opportunities
- Liaise with families, friends, advocates, external agencies and the management team to provide a consistent approach that meets the individual needs of each client
- Preserve independence & dignity of clients as much as possible.
- Report any changes/issues concerning the client or the care being provided
- Read and abide by the clients' individual care plan
- Maintain confidentiality and consent not to share information with third parties unless consent has been given in writing and agreed with the Support Manager
- Record notes on daily record sheets relating to each visit and monitoring progress
- Support the client to access appropriate health care provision enabling them to make an informed choice regarding any prescribed treatment, seeking advice where they are unable to advocate for themselves.
- To promote equal opportunities and respect diversity, different cultures and values.
- To carry out any other duties as stipulated by the Support Manager
- To report back any areas of risk, not previously identified, to the Support Manager
- To work in accordance with your job description/contract of employment and any policies and guidelines of SweetTree Home Care Services
- To work in accordance with the Health & Safety Act 1974
- To contribute to the overall development of the service and promote a positive image of the clients' and SweetTree Home Care Services
- To participate in training courses/seminars held internally and by outside agencies
- To prepare, attend and engage in regular supervisions, appraisals and performance review accepting and providing constructive feedback.

## **PERSON SPECIFICATION**

### **Essential Skills:**

- Demonstrate ability to relate respectfully to people who require support
- Activities of personal care and daily living
- Physically fit and able to undertake safe manual handling practices
- Good verbal and written communication skills
- Ability to liaise with outside agencies and other professionals
- Ability to work autonomously and productively as part of a team
- Knowledge of food hygiene/manual handling/health & safety agencies

### **Desirable Skills:**

- Current and clean driver's licence
- Experience of providing care to people living in the community
- Qualification/training relating to the specialist service

**WORKING CONDITIONS:** Working hours will vary depending on the client's needs and availability of the support worker. This can involve either live in care or shift work. Terms and conditions of employment are as per your employment contract and staff handbook. All carers and support workers are expected to arrive on time for all shifts.

There may be opportunities of availability of additional hours in other services within SweetTree Home Care Services, however these hours would be reimbursed at those services pay rates

**DRESS CODE:** A smart casual appearance is required at all times with sensible footwear. Jewellery must be kept to a safe minimum. No trainers or jeans are to be worn.