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| Daneswood  Job Description | | C:\Users\Androulla\Pictures\Daneswood Logo Words Side.png |
| Job Title | Support Worker | |
| Staff Name |  | |
| Line Manager | Team Leader | |
| Summary of Role | | |
| To provide a needs led service to adults with a learning disability by adopting a person centred approach that fosters self-awareness, personal growth and gives each person the strongest voice with regards to decision making and lifestyle choices. | | |
| Main Responsibilities, Tasks and Duties | | |
| MAIN RESPONSIBILITIES, TASKS & DUTIES **Purpose of position**:  To share with other staff in meeting the individual care needs of a resident in a way that respects the dignity of the individual and promotes independence and to help in the general day-to-day tasks and activities of the Home.  **Principal Responsibilities**   1. To encourage a residents to become and remain as independent as possible. 2. To become familiar with and follow each resident’s individual care plan. 3. To meet individual resident’s needs in a holistic way. 4. To assist a resident with personal care tasks such as getting up in the morning, dressing, undressing, washing, bathing, using the toilet and changing incontinence pads. 5. To help a resident with mobility problems and other physical disabilities and use the supplied equipment to assist residents with their mobility as agreed in their care plan. 6. To enable each individual resident to participate in an activity program designed specifically to meet their needs which will include both on and off site activities. 7. To work on a 1:1 basis with individual resident as allocated. 8. To accompany and support the resident during meal times and with the clearing away after their meal. 9. To ensure Daneswood achieves high standards of cleanliness. 10. To answer the door and the telephone, when appropriate; welcome visitors and ask them to sign the visitors’ book. 11. To read and write reports; take part in staff meetings and residents meetings. 12. To work cooperatively on a rota basis covering shifts including early mornings, evenings, weekends and bank holidays. 13. To comply with the Home's guidelines and policies at all times. 14. To report to the Manager any significant changes in the health or circumstances of a service user. 15. To strictly observe confidentiality 16. To undertake and complete training activities as agreed and directed. 17. To act as a Keyworker to an allocated resident 18. To comply with Daneswood’s Health & Safety Policy. 19. To perform such other duties as may reasonably be required.   All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act 1998. All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work, etc Act 1974.  All staff must undertake an enhanced disclosure through the Disclosure and Barring Service (DBS) including a Safeguarding Adults at Risk(SAAR) check and have a minimum of 2 satisfactory references before they commence employment.  To share with other staff in meeting the individual care needs of residents in a way that respects the dignity of the individual and promotes independence and to help in the general day-to-day tasks and activities of the Home.  **PERSON SPECIFICATION**  **Essential Criteria**  1. Self-motivated.  2. Organised.  3. Flexible.  4. Caring.  5. Sensitive to the needs of others.  6. An active team member but also able to work on own initiative.  7. A good communicator.  **Desirable Criteria**   1. Experience in working with people with learning disabilities 2. An NVQ 2 or 3 in Health & Social Care. 3. A full driving licence. 4. Completion of certified training in Fire Safety, Health and Safety, Food Hygiene, First Aid and Moving & Handling 5. Completion of training certified by the Learning Disability Qualification (LDQ) | | |