DARLINGTON BOROUGH COUNCIL

CHILDRENS AND ADULTS SERVICES

JOB DESCRIPTION

POST TITLE :	**Support Worker**
PAY BAND :	**Band 4**
JOB EVALUATION NO.	**A475**
REPORTING RELATIONSHIP	**Designated Manager**
JOB PURPOSE :	**Working with people within care settings to enable them to achieve maximum independence**
POST NO.	**POS000971**
PDR COMPETENCY FRAMEWORK	**Level 1, Expected Competencies for all employees**

MAIN DUTIES/RESPONSIBILITIES

1. To be involved in a working relationship with specific service users within an agreed care plan and, under guidance from the senior worker, support service users to achieve maximum independence. This to be done by offering support, guidance and promoting the necessary environment and structure within and outside the establishment.

2. Through discussion with the senior worker, assist in the implementation of the care plan and through daily observation and recording provide information regarding service user progress to enable the senior worker to review the individual service user care plan.

3. Assist the service user to deal with behavioural problems and work to meet the emotional and social needs of service users.

4. Contribute to the movement and handling of individuals to maximise their physical comfort, helping to improve and maintain mobility through exercise, and the use of mobility appliances as directed.

5. The duties will also include a range of physical, social and personal care tasks helping service users to maintain contact with family, friends and community, assisting with shopping and recreation and creating a supportive, homely, enabling atmosphere where service users can achieve maximum independence.

6. To take his/her share of responsibility for being a member of a team of staff in the establishment and to attend meetings and to involve service users in this process where appropriate.

7. To participate and be involved in planned regular formal supervision sessions and appraisal processes and undergo relevant training as required.

8. To promote service provision which supports person centred approaches.

9. To promote and participate in good care practice methods and encourage equal opportunities.

10. To co-operate with the implementation and maintenance of documentation and working practices relating to the duties described above in connection with quality assurance systems that may be introduced to the establishment.

11. To undertake any relevant training to maintain or gain new skills within the remit of their role

12. Satisfactory completion of the Authority's 26-week probationary period is subject to compliance and completion, where applicable of the Skills for Care Common Induction National Standards. Irrespective of whether the probationary period applies, compliance with the National Standards will be a condition of employment. In addition, we will encourage care workers with all client groups to undertake appropriate awards. Further information on the above is available from your manager.

13. To work flexibly on a rota system for Bank Holidays, evenings and weekends and participate in flexible working arrangements including waking nights and sleep in duties as necessary.

14. To safeguard and promote the welfare of vulnerable persons for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.

15. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.

16. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.

17. Carry out your role in line with the Council's Equality agenda.

18. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents / hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.

19. Any other duties of a similar nature related to this post that may be required from time-to-time.

20. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

21. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

22. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: July 2019

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CHILDRENS AND ADULTS SERVICES

PERSON SPECIFICATION

SUPPORT WORKER

POST NO. POS000971

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Ability and commitment to work towards qualifications in Care or relevant subject as required by the Authority	**E**	
2	NVQ 2/3 in Care or a relevant subject		**D**
	Experience & Knowledge		
3	Positive attitude towards supporting people with a learning disability with the lifestyle of their choice	**E**	
4	Experience of working with people with learning disabilities	**E**	
	Skills		
5	Ability to apply accurate literacy and numeracy skills, to include spelling, punctuation, grammar, percentages and decimals	**E**	
6	Ability to communicate both orally and in writing to a wide range of audiences	**E**	
7	Ability to work successfully as part of a team and on own initiative	**E**	
8	Able to demonstrate an organised approach to work		**D**
9	Able to demonstrate skills in assessment/personal action planning		**D**
10	Knowledge of Person Centred Approaches		**D**
11	Able to organise housekeeping arrangements		**D**
	Personal Attributes		
12	Able to demonstrate sensitivity to needs and feelings of service users	**E**	
13	Non-judgemental attitude	**E**	
14	Enthusiastic approach to work	**E**	
15	Reliable and honest with a flexible approach to work	**E**	
	Special Requirements		
16	Flexible approach to work, with the ability to work shift patterns in accordance with a rota, which will include evenings, nights and weekends as required by the setting	**E**	
17	Capable of independent travel to carry out the requirements of the post	**E**	
18	Satisfactory Enhanced DBS Disclosure Check	**E**	
19	The ability to communicate at ease with customers and provide advice in accurate spoken English	**E**	