

**Job Description**

**Job Title: Horticultural Social Enterprise Support Worker**

**Salary Grade: 3**

**SCP: 7 - 11**

**Job Family: People Care**

**Job Profile: PC2**

**Directorate: Neighbourhoods**

**Work Environment: Bishopwearmouth Horticultural Nursery**

**Reports to: Service Manager**

**Number of Reports: 1**

**Purpose:**

To support vulnerable adults, promoting their independence & providing a range of employment opportunities within the service focusing on social inclusion and choice.

**Main Duties and Responsibilities:**

• To promote an enabling and supportive service aimed at maximising the independence and functional ability of vulnerable adults, preventing further deterioration of life skills and enhancing the quality of life.

• Provide personal care and practical support, which respects the dignity and privacy of the individual as required.

• To provide basic health support, following guidance, training under supervision from appropriate professionals – in line with Sunderland Councils’ policies.

• To work with other professionals as required to maximise independence for individuals.

• To support vulnerable people to access voluntary and employment opportunities through community networking and social enterprise.

• To contribute to the assessment of care customers as part of the team.

• To assist care customers to remain independent through the provision of information guidance and advice, in line with Sunderland Councils’ policies.

• To monitor the health and social wellbeing of the care customers, reporting any changes where appropriate to the Line Manager.

• To promote and establish good relationships with care customers and their carers.

• To liaise with customers to produce landscape estimates ensuring materials are organised and the works are completed to a high standard.

• To ensure all care and horticultural records are accurate and up to date, this will involve using a PC.

• To attend case conferences and reviews when required and undertake keyworker responsibilities.

• To take advantage of and actively participate in development opportunities through supervision, appraisals, training and meetings.

• To have regard to personal safety and the safety of others according to current legislation and procedures. Producing effective Risk Management Plans to minimise any risks.

• To actively participate and contribute to the development of good working relationships and positive teamwork with colleagues and other professional staff.

• To drive vehicles, appropriate to the service when required in accordance with Directorate Policy & Procedures, carrying out routine checks and reporting any faults or accident/near misses to their line manager.

• To operate a range of tools and equipment associated with care and horticulture.

**Other responsibilities**

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.

The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council

**Author: Shaun Donnelly**

**Date: 08/04/21**