

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Adults & Health		Service Area: Learning Disabilities
JOB TITLE: Support Worker		
GRADE: E		
REPORTING TO: Unit Manager		
1.	JOB SUMMARY: To develop and sustain positive relationships with the people who live at Oak Road, enabling them to become as independent as possible.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	Enable people to maximize their independence, developing their confidence and overall effectiveness in :- <ul style="list-style-type: none"> a. Living independently b. Personal care and hygiene c. Daily living skills d. Using community resources and facilities e. Social, leisure and work activities f. Personal safety g. Health and well-being including for example medical appointments, diet h. Maintaining contacts with family and friends and relationships with other tenants.
	2.	To oversee, and where appropriate directly support people in daily living activities for example personal care, preparation of meals, bed making, cleaning duties, shopping ensuring safe use and operation of all equipment used.
	3.	To ensure person centered support plans are followed and implemented for the people living at the home.
	4.	As required, participate in the implementation and delivery of activities ensuring appropriate records are completed.
	5.	Ensure cultural, religious and linguistic needs of people living at the home are met.
	6	To assist with the admittance and discharge of people, ensuring procedures are followed and documentation completed.
	7	To ensure the safe handling and recording of medication dispensed, in accordance with procedures, and to participate in the issuing of medication to people living at the home.

	8	To ensure all information and documentation, in accordance with service procedures, in relation to people living at the home are recorded accurately and timely.
	9	To ensure all records are completed and the Senior Support Worker is aware of any issues affecting people living at the home, prior to shift handover.
	10	To follow all relevant statutory, policy, codes of practice and procedure guidelines associated with the operation of the service.
	11	To co-operate in ensuring service aims and objectives are implemented.
	12	To ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate with the standards required by Stockton-on-Tees Borough Council
	13	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.
	14	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	15	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

Job Description dated 20/7/2021



PERSON SPECIFICATION

Job Title/Grade	Support Worker	Grade: E
Directorate / Service Area	Adults & Health	Learning Disabilities
Post Ref:	33231	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Good general education GCSE level qualification or equivalent</p> <p>Level 2 or 3 Diploma in Health and Social Care or equivalent.</p> <p>Level 2 (minimum) Certificate in Understanding the Safe Handling of Medication</p> <p>(There will be a requirement to undertake Level 3 Medication training within two months of appointment)</p>	Level 3 Diploma in Health and Social Care or equivalent.	<p>Application Form</p> <p>Certificate Check</p> <p>Interview</p>

Experience	<p>An understanding of the needs of adults with a learning disability</p> <p>Minimum of two years' experience of working directly with adults with learning disabilities</p> <p>Knowledge and experience of good practice that underpins adult care in care settings</p> <p>Knowledge and experience of how to implement Person Centred Care Plans and Individual Risk Assessments</p> <p>A willingness to undertake any training commensurate with the post</p>	<p>Knowledge of and experience of the assessment, care planning and review systems for adults with a learning disability</p> <p>Experience of supporting adults with learning disabilities to access community-based services and activities.</p> <p>Knowledge of the pressures and the difficulties families face supporting adults with learning disabilities to remain living at home</p> <p>Knowledge of the legislation that underpins adult care in care settings</p>	Application / Interview
Knowledge & Skills	<p>Good communication skills (oral and written)</p> <p>Ability to take guidance and instruction from management</p> <p>Ability to work alone, whilst using initiative, or as part of a team</p> <p>Skilled in the adapting activities to meet individual needs and circumstances /situations from PCP's</p>	IT Skills with a willingness to undertake training on appointment to meet the requirements of the job role	Application Form Interview and references

	<p>Ability to maintain records</p> <p>Be prepared to accept structured supervisions and appraisals</p> <p>To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Able to work a range of shifts (early morning, late shifts, sleepovers) at short notice to cover sickness and holidays, if part time</p> <p>The job involves working directly with adults with a learning disability and therefore is subject to a DBS check</p>	Clean driving license	Application / Interview
Other requirements	<p>Client focused</p> <p>Approachable</p> <p>Friendly</p> <p>Enthusiastic</p> <p>Positive approach and motivated</p>		

	Positive role model for staff and clients Reliable honest and flexible		
--	---	--	--

Person Specification dated 20/7/2021