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| **Job Description** |
| **Post title** | Home Support Worker, Learning Disabilities |
| **JE Reference No** | N8028 |
| **Grade** | Grade 5 |
| **Service** | Adult and Health Services |
| **Service Area** |  Adult Care |
| **Reporting to** | The post holder will be responsible to the Registered Manager and will be line managed by a Senior Support Worker.  |
| **Location** | Your normal place of work will be Hawthorn House but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is** subject to an Enhanced disclosure. |
| **Flexitime** | This post **is not** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The post-holder will support Service User’s with all aspects of their daily living activities ensuring they receive the highest standard of care within a safe and homely atmosphere. The post-holder will be working with individuals, promoting them to be as independent as possible whilst working in a person-centred way. The post-holder will be expected to work as part of a team, and to complete waking night duty.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* To attend to all personal care needs, including the administering of any appropriate medication, in line with individual requirements of the service user
* To use specialist equipment to ensure all care/medication needs are met
* To support individuals who may have behaviours that challenge in line with their individual requirements
* To follow the requirements of the Care Plan, Support Plan, Risk Management Plan, MAP, etc. as appropriate
* To encourage individuals to participate in activities and support individuals in those activities
* To develop/contribute to the development of activities that are of benefit/interest to the individual
* To work to all policies and procedures, e.g. safeguarding, infection control, medication, health and safety, dignity, moving and handling, risk etc.
* To work to Care Quality Commission essential standards and regulations, ensuring compliance of regulated service
* To participate and contribute to service user reviews
* To respect the individual’s rights to personal choice, dignity, self- respect, independence and privacy etc.
* To work independently with service users as required – either within the short break unit or community setting, escorting on transport etc.
* To complete and maintain documentation relevant to the service and the service user in line with the recording procedure
* To highlight any areas of concern to an appropriate line manager
* To participate, encourage and involve individuals with meals, taking into consideration personal needs/beliefs and choices, encouraging a healthy, balance diet.
* To encourage Service User’s use of local community facilities, promoting a flexible approach to their needs with regard to e.g. shopping, social events, personal time.
* Maintain a clean and tidy environment
* To ensure service users feel respected and fully involved in their care
* To undertake any appropriate training to meet the remit of the role
* To be aware of health and safety aspects of day-to-day living; whilst creating a homely environment minimising risk to you and others living and working in the house.
* To identify and report hazards and defects as appropriate
* To work flexible hours in order to meet the needs of Service User’s;
* To attend team meetings and training courses as required.
* To work contracted hours over a flexible week to meet the needs of the service.

This job description gives a brief outline of the job; it provides an overview of some of the duties

and responsibilities involved. It does not constitute a contract of employment. The County

Council may alter, amend, or add to these duties at any time.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | NVQ Level 2 in Health & Social Care or equivalent. Must be prepared to complete NVQ Level 3 within 12 months of start date. | NVQ Level 3 in Care or equivalent and above |
| Experience | Experience in a relevant care setting. Experience in supporting people to promote independence and choice | Experience working with complex challenging behaviour. |
| Skills & Knowledge | Good level of literacy and numeracy.To have the ability to maintain and complete documentation accurately.Interpersonal skills.The ability to deal with change.Promoting people’s rights, choices and independence and support the individual’s rights to citizenship.To have an awareness of Health and Safety.To understand Equality and Diversity issues. To understand and follow instructions, policies and procedures. | To have knowledge of current legislation and to be self- motivated to update knowledge regularly |
| Personal Qualities | Caring, sensitive and person-centred approach towards people.Work on own initiative.Team PlayerFlexible approach to work.Willingness to work flexible hoursAbility to promote dignity and care.To undertake training as required.Motivated.Decision making.Ability to work with other professionals.Approachable |  |