

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Adults, Health & Wellbeing		Service Area: Learning Disabilities
JOB TITLE: Support Worker		
GRADE: D/E		
REPORTING TO: Manager		
1.	JOB SUMMARY: Ensure the wellbeing of individuals, including where appropriate direct care, and enable them to maximise their stimulation and independence through participation in activities across day options.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS:	
	1	Liaise with the service delivery co-ordinators and the team to follow and implement client support plans and activities in both undertaking actual tasks and enabling the client, at the appropriate stages of their journey with: • Personal care and hygiene • Preparation and cooking food • Supporting individuals to take part in therapeutic activities • Domestic duties • Administering medication.
	2	Create and maintain a supportive atmosphere where individuals can achieve maximum stimulation and independence through encouragement and support in participation in activities and personal care.
	3	Ensure all information and documentation, in accordance with service procedures, in relation to individuals, is recorded accurately and timely.
	4	Ensure the Service Delivery Coordinator is aware of any issues of concern relating to individuals during their attendance at Day Options.
	5	Ensure cultural, religious and communication needs of individuals are met.
	6	Follow all relevant statutory, policy, codes of practice and procedure guidelines associated with the operation of the service.
	7	Co-operate in ensuring service aims and objectives are implemented.
	8	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.
	9	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.

	10	Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	11	Undertake such other duties and responsibilities commensurate with the grading and nature of the post, across Day Options services.

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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

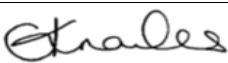
Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development.

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)	Elaine Knowles		7/6/2023
Job Description agreed by: (Post holder)			

			
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Job Description dated: June 2023



PERSON SPECIFICATION

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

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	• Good general education GCSE level qualification or equivalent • Level 2 and/or 3 Diploma in Health and Social Care or equivalent.	• Level 3 Diploma in Health and Social Care or equivalent.	Application form
Experience	• An understanding of the needs of adults with a learning disability • Experience of good practice that underpins adult care in care settings • Knowledge of supporting individuals with a person-centred approach • A willingness to undertake any training commensurate with the post	• Experience of supporting adults with learning disabilities to access community-based services and activities. • Knowledge and experience of how to implement individual risk assessments.	Application Interview

Knowledge & Skills	• Good communication skills (oral and written) • Ability to take guidance and instruction from management • Ability to work alone, whilst using initiative, or as part of a team • Ability to maintain records • Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post	• ICT Skills, with a willingness to undertake training on appointment to meet the requirements of the job role	Application Form Interview References
Specific behaviours relevant to the post	• Demonstrate the Council's Behaviours which underpin the Culture Statement. • Client focused • Approachable • Friendly • Enthusiastic • Positive approach and motivated • Positive role model for staff and clients • Reliable honest and flexible		Application Interview
Other requirements	• The job involves working directly with adults with a learning disability and therefore is subject to a DBS check		

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Adults, Health and Wellbeing	SERVICE AREA: Adult Social Care
JOB TITLE: Support Worker	
GRADE: D/E	
JOB LOCATION / BUILDING: Day Options	
REPORTING TO: Peter Irish, Manager	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks, this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		X

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		X
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		X
Working at Heights - Safety Critical: Employee will be required to work at a height .		X
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.	X	

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		X
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>	X	
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		X
Lone Working (including Home Working): Employee will be required to work alone.	X	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	X	
Any Other: Please identify any other known risks associated with this job role.		

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:

Date:

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk