

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults, Health & Wellbeing		Service Area: Learning Disabilities	
JOB TITLE: Support Worker			
GRADE: D / 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 maximise their independence, developing their confidence and overall effectiveness in. living independently. personal care and hygiene, daily living skills, using community resources and facilities, social, leisure and work activities, personal safety, health and wellbeing including for example medical appointments, maintaining contacts with family and friends and relationships and other clients. Support with learning and development of skills.	
	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, Supporting Clients in maintaining their Tenancy and paying their bills and managing their budget.	
	3.	To ensure person centred support plans are followed and implemented for the people living at Oak Road. Support with learning and development of skills.	
	4.	Ensure cultural, religious and linguistic needs of people living at the home are met.	
	5.	To ensure 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.	
	6	To Follow all relevant statutory, policy, codes of practice and procedures guidelines associated with the operation of the service.	
	7	To co – operated in ensuring service aims and objectives are implemented.	
	8	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.	
	9	To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the authority's health and safety rules and legislative requirements. To ensure that the security of the Unit and the safety of the people living at Oak Road are always maintained	

	10	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	11	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
	12	Qualifications and Education. Good general education GCSE level qualification or equivalent. Level 2 Diploma in Health and Social Care or Equivalent. Level 2 [minimum] Certificate in understanding the Safe Handling of Medication. There will be a requirement to undertake Level 3 Medication training within two months of appointment. Desirable level 3 in Health and Social Care or equivalent.
	13	Experience and Knowledge An understanding of the needs of adults with a learning disability. Minimum of two years' experience of working directly with adults with learning disabilities. Knowledge and experience of good practice that underpins adult care in care settings. Knowledge and experience of how to implement Person Centred Plans and individual Risk assessments. A willingness to undertake any training commensurate to the post. Experience of supporting adults with learning disabilities to access community-based services and activates. Knowledge of the legislation that underpins adult care in care settings.
	14	Skills and ability Good communication Skills [oral and written]. Ability to ask for guidance and instruction from management. Ability to work alone. IT Skills with a willingness to undertake training to meet the requirements for the job role.
	15	Skilled in the adapting activities to meet the individual's needs. Ability to maintain records. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	16	Personal Attributes client focused. Approachable, friendly, Enthusiastic, positive approach, Reliable honest and flexible.
	17	Special Requirements Able to work a range of shifts [early morning, late shifts, sleepovers at short notice to cover holidays and sickness, if part time.
	18	The job involves working directly with adults with a learning disability and therefore is subject to a DBS check.
	19	To have all COVID vaccinations
	20	To be willing to work in different Health and social care settings

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.

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 xx 2018



PERSON SPECIFICATION

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

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

Experience & Knowledge	• An understanding of the needs of adults with a learning disability • Minimum of two years' experience of working directly with adults with learning disabilities • Knowledge and experience of good practice that underpins adult care in care settings • Knowledge and experience of how to implement Person Centred Care Plans and Individual Risk Assessments • A willingness to undertake any training commensurate with the post	• Knowledge of and experience of the assessment, care planning and review systems for adults with a learning disability • Experience of supporting adults with learning disabilities to access community based services and activities. • Knowledge of the pressures and the difficulties families face supporting adults with learning disabilities to remain living at home • Knowledge of the legislation that underpins adult care in care settings	Application / Interview References
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 • Skilled in the adapting activities to meet individual needs and circumstances /situations from PCP's • Ability to maintain records		

	• Be prepared to accept structured supervisions and appraisals • To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post • Client focused • Approachable • Friendly • Enthusiastic • Positive approach and motivated • Positive role model for staff and clients • Reliable honest and flexible		
Specific behaviours relevant to the post	• Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements	• A willingness to undertake any training commensurate with the post. • Able to work a range of shifts (early morning, late shifts, sleepovers) at short notice to cover sickness and holidays • The job involves working directly with adults with a learning disability and therefore is subject to a DBS check	• Clean driving licence	

Person Specification dated

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Adults and Health and Wellbeing	SERVICE AREA: Learning Disabilities
JOB TITLE: Support Worker	
GRADE: E	
JOB LOCATION / BUILDING: 29 – 31 Oak Road	
REPORTING TO: <i>Diane Hammond</i>	

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: - o Inhaled, e.g., lead dust, fume or vapour. - o Ingested, e.g., lead powder, dust, paint or paste; or - o 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.		x

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:

Diane Hammond

Date: 24/6/24

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