

JOB DETAILS	
Job Title:	Support Worker
Accountable to:	Deputy Manager and Service Manager
Reporting to:	Senior Support worker, Deputy Manager and Service manager
Location:	Orion House

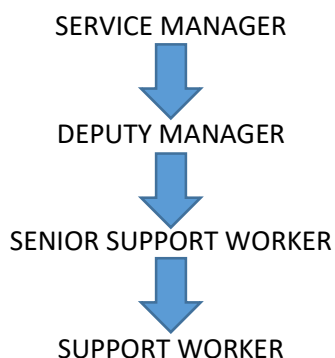
COMPLETING YOUR APPLICATION FORM

When completing your application form, this job description and Person Specification should be interpreted in line with the specific requirements of the individuals we support

JOB SUMMARY

To work daily in a manner that delivers the service in line with the stated needs of the individuals we support within the quality framework provided by Linton Support. The support worker will work with senior staff within the guidelines and policies laid down to ensure a flexible service to meet the above statement, in a way where quality can be measured by both the individual receiving the service and those purchasing it on their behalf.

ORGANISATIONAL CHART



DUTIES AND RESPONSIBILITIES OF THE POST

INDIVIDUALS WE SUPPORT

- To offer information that would assist in the review and reassessment of individuals.
- To offer appropriate support to individuals we support in the area of personal hygiene, daily living skills and recreational activities.
- To monitor and assess the support requirements of the individuals we support on a day to day basis.
- To participate in the day to day implementation of individual care/support plans/programmes of study.
- To support individuals in maintaining contact with their friends and family by telephone, letter, e-mail and visits.
- To record and update support plans and risk assessments.
- To support the individuals we support in arranging and attending appointments for health and well-being and family/friends occasions.

- To participate in training opportunities for the individuals we support.
- To support the individuals we support with clear guidelines on how they may access the complaints procedure.
- To assess through discussion mental capacity of decisions made by the individuals we support when required.
- To be responsible and support with infection control, health and safety within the service users environment and accommodation
- To support and enable the individuals we support to prepare and cook healthy and nutritional meals
- To support the individuals we support with domestic chores.

GENERAL

- To provide information as requested by senior staff to ensure the regular maintenance and update of all records
- To report and incidents or accidents to senior staff/service manager
- To work within the policies and procedures laid down by Linton Support at all times, having the highest regard for the well-being of clients.

PERSONNEL

- Maintain confidentiality at all times – on and off duty.
- Be aware of the safety regulations regarding fire precautions and the procedure to be followed in the case of a fire alarm.
- Be aware of the Health and Safety at Work Act and the Environmental health Regulations and COSHH
- To accept regular supervision from senior staff
- To keep abreast of new developments through reading articles, accessing training and journals
- To participate in the staff appraisal system
- To accept training opportunities when they have been identified
- To cover any duties required for the safety and well-being of the individuals we support
- To take responsibility for personal safety.

This job description is not exhaustive and the job holder may be required to undertake duties which are broadly in line with the above responsibilities.

Updated June 2016