

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Support Worker |
| HBC Grade: | **HBC 2** |
| Service: | **Halton Supported Housing Network** |
| Division: | **Community** |

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| **Main Purpose of the Role** |
| Supporting tenants with their individual Person Centred Plan to achieve maximum independence. |

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| **Key Duties**  |
| **1** | Support individuals needs and wishes as identified in their Person Centred Plan, this will involve helping tenants achieving objectives for themselves and maximising their independence. |
| **2** | Support tenants to prepare meals, undertake household tasks, shopping and self-care. To participate in leisure activities, social events and to escort to appointments e.g. doctors, dentist etc. |
| **3** | The support worker will be responsible for addressing any tasks e.g. cooking, laundry, sewing and cleaning that for any reason the tenants cannot undertake themselves, as identified in their Person Centred Plan.  |
| **4**  | Assist and support tenants with their medication in line with current policies and procedures. |
| **5** | Assist and support tenants to manage their finances on a daily basis. |
| **6** | Undertake sleep in duties based on the needs of the network. |
| **7** | Observe and report any signs of illness or any other matter likely to effect the well-being of the individuals concerned. |
| **8** | Participate and contribute to staff meetings maintain and update records as required in organisational policies and procedures. |
| **9** | It is a requirement to work on a rota basis, which will include bank holidays and weekends; it is an expectation that employees are flexible in their approach and are prepared to cover colleagues’ absences. |
| **10** | It is an expectation that as part of the departments continuing development programme, you will from time to time be required to work in different locations within the network. |
| **11** | Undertake such other work as may be determined by the Strategic Director of Health and Community Directorate from time to time, up to or at a level consistent with the principal duties and responsibilities of the job. |
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| On occasion, support tenants in attending medical appointments.  |
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| **13** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications**  | **Essential**  | **Desirable**  | **How Identified**  |
|  | NVQ Level 2 in Social CarePreliminary Certificate in Social Care/EquivalentGCSEs/Equivalent | All essential qualification certificates must be presented at interview. |

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|  | **Experience**  | **Knowledge**  | **Skills & Abilities**  | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience in a Care setting of addressing Service Users personal needs in line with individual care plans  | An understanding of challenging behaviour in Care context.   | An awareness of risk management.  | Application / Interview /Assessment |
| Ability to maintain records as required verbal/written.  | Knowledge of community and social care resources.  | Ability to effectively communicate with colleagues and Service Users. | Application / Interview /Assessment |
|  | An understanding of Equal Opportunities and related policy.  | Helping/encouraging clients to undertake physical care needs.  | Application / Interview /Assessment |
|  |  | Supporting Service users to maintain social contacts. | Application / Interview /Assessment |
|  |  | Ability to priorities own work and role limitations. | Application / Interview /Assessment |
| **DESIRABLE** | Experience of working with people with learning disabilities. | Knowledge of: -First AidNumeracy skillsBasic cooking skillsHealth & SafetySocial activities within the area | Ability to work with minimum supervision. | Application / Interview /Assessment |
| Working with other agencies |  | Ability to work on your own. | Application / Interview /Assessment |
|  |  | Ability to contribute to Service Users assessments and reviews.  | Application / Interview /Assessment |

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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
| Ability to work flexible hours and available to cover annual leave and sickness within the house. | Ability to drive | Application / Interview /Assessment |
| Work as a team member. |  | Application / Interview /Assessment |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.