

**Enabler Job Description**

**Main duties and responsibilities**

To work respectfully in a way that supports individuals to live a happy and fulfilled life, valuing people’s uniqueness and empowering them to have a voice with regards to decision making and lifestyle choices.

**Support**

To provide Enabling Support to adults with Learning Disabilities who live in their own homes within the local community.

This will be different for each individual, but may include:

* Support with finances, including budgeting, paying bills and benefits.
* Tenancy support, including ensuring that the home is maintained to an acceptable level.
* Support around cooking and mealtimes, including planning, grocery shopping, preparing meals, and developing cooking skills.
* Support to stay safe.
* Support to access the community and other facilities, including signposting other professionals if required.
* Prompts for personal care (No personal care is provided by us).
* Prompts for medication (No medication administration is provided by us).

You will work as part of a staff team that provides person centred support. You will be required to work flexibly within a rota system, including a share of evenings and weekends. This will include covering staff absence where possible.

**Communication and Administration**

Read and complete Communication Records on each support shift.

Communicate regularly with Senior Enablers and Managers, keeping them informed of all important information at all times. This may be done by phone or email.

Check emails regularly, as this is our preferred method of sharing information within the team.

Liaise with and maintain links with professionals, carers, parents and family.

Keep all paperwork in good order and work within operational guidelines for gathering and storing information.

Attend, and contribute to, staff meetings as required.

Participate in training and development opportunities.

Liaise with, and provide support to, your colleagues, and ensure that communication is effective within the team.