**Job description**

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| Position applied for | SUPPORT PERSON |
| Reports to | MANAGER |

**Job purpose**

CLIP provides outreach support across Devon including short term accommodation and respite. We strive to provide uniquely personalized care to vulnerable adults. CLIP upholds the highest values towards people’s needs, their future, personal independence, development, and citizenship within the community. We pride our self on putting the person first and operate purely as a facilitator which allows the person to shape their own support through personal choice. We work with people with a learning disability or related diagnosis and specialize in complex care, crisis intervention and prevention.

**Duties and responsibilities**

**Develop strong & empathic working relationships & Strength based support**

* You will try to enable the development of strong and empathic trusting relationships as a basis for your practice.
* You will put the person first at all times and work in relation to CLIPs statement of purpose out of respect for the people we provide for.
* You will be expected to guide, facilitate, empower and listen to the people we provide for whilst upholding basic rights, respect and dignity at all times.
* Where necessary and with the support of your manager; you will have responsibility towards significant others in individuals lives (family, partners, spouses, children etc). This will include but not limited to, communication regarding your role and involvement, directions for specific services to support life situations, guidance and advice on issues raised and your duty to report any occurrences that may cause concern.

**Community support and participation.**

* You will be accompanying vulnerable adults in the community
* You will mostly perform lone work within the community, however there will be occasions where you will be required to provide 2-1 support with the assistance of a second support person. In this instance you will be providing support to someone who may pose acutely complex or high-risk behavior.
* You will assist with activities of daily living within people’s own homes. This will include but is not limited to; supporting the development of daily living skills, supporting ‘**Independent**’ washing and dressing, managing medication, laundry, housekeeping, shopping, meal preparation, dietary support, managing personal money, managing bills, attending appointments and social arrangements.
* Where specified you will assist in the development of relationships with others for the individual through community involvement, opportunities for socializing and meeting others at locations specified by the individual. Where necessary you will support the development of social opportunities.
* Where specified you will assist in accessing recreational opportunities, the supporting and development of particular interests.
* Where specified you will assist in the development and engagement in educational, voluntary work related or employment opportunities and commitments for the individuals we provide for.
* You will be responsible for working in relation to and developing specified outcomes for people on a daily basis whilst working in the community and documenting accordingly.

**CLIPs Respite and accommodation provision**

* You will be assisting vulnerable adults within CLIP’s own accommodation.
* You will assist with activities of daily living. This will include but is not limited to; supporting the development of daily living skills, supporting ‘**Independent**’ washing and dressing, managing medication, laundry, housekeeping, shopping, meal preparation, dietary support, managing personal money, managing bills, attending appointments and social arrangements.
* Where specified you will assist in the development of relationships for the individual through community involvement, opportunities for socializing and meeting others at locations specified by the individual. This may include a person inviting others to the accommodation to host a meal or just spend time together. Where necessary you will support the development of social opportunities.
* Where specified you will assist in accessing recreational opportunities, the supporting and development of particular interests.
* Where specified you will assist in the development and engagement in educational, voluntary work related or employment opportunities and commitments for the individuals we provide for. This may include home learning and working in relation to an educational program set out by an external educational body/organization.
* You will be responsible for working in relation to and developing specified outcomes for people on a daily basis whilst working within CLIP accommodation.
* You will be expected to be available for at least one weekend a month and for overnight work. Overnights are generally sleeps, but there may be occasions where waking nights are required.
* You will have a responsibility towards the upkeep of CLIP accommodation which may include aspects of laundry, housekeeping and reporting maintenance problems to the manager.

**To work in accordance with specified plans of care, personal guide documents, PIPS, documented outcomes, policies and procedures.**

* Employees are expected to liaise with the Senior lead prior to any initial engagement with people we provide support to and further be reasonably available for reflective personal review, appraisal and professional review.
* You will have responsibility for assisting people in developing personal profiles, outcome planning in relation to CLIPs planning pathways documents and behavioral plans (PIP) With the support of your manager you will further be responsible for regular review and advocacy for the people we provide for.
* You must follow all behavioral plans when engaging with individuals and as far as reasonably possible always ensure you are working towards the intended documented outcomes during support time.
* You will be expected to have responsibility for contribution to multidisciplinary meeting regarding the people we provide for.
* With the continued support of the Team leader and manager You will be accountable for your own practice whilst working in relation to all relevant planning documents, policies, risk assessments and company procedures.

**Personal care**

* CLIP is an un-commissioned service that does not deliver personal care. However, there may be occasions where immediate personal care may be required. In this instance, you will be expected to help and assist with the needs of the individual at any given time.
* When working either in the community or within the respite setting, you will always endeavor to uphold personal dignity, comfort and ease.
* You must always use the protective equipment supplied if having to engage in personal care at all times.
* You will adhere to all specified and documented plans in relation to emergency personal care.

**Qualifications**

* CLIP prefers you to have had at least two years previous experience in social care specialized towards those with a learning disability, related diagnoses or mental health.
* Good communication skills are essential. You must be able to listen and remain attentive to the needs of others.
* A minimum of HSC NVQ 2 or equivalent is preferred but not essential.
* You must be of a caring nature, patient and considerate towards the lives and needs of the people you provide for.
* You must be reliable and punctual.
* You must have a working knowledge of current policies with which you operate in.

 (All relevant policies regarding your positon are taught whilst working for CLIP)

* You must be able to use your own initiative, think considerately and practically whilst engaging in lone work with vulnerable adults in the community.
* You must be able to follow instruction and work as part of a wider team.

**Working conditions**

* You will be confronted with emotionally sensitive, complex, challenging situations and behaviors.
* You will be expected to work some evenings and at least one weekend of every month.
* You will be working in the community, in people’s homes and in CLIP accommodation. (CLIP provides short term accommodation and replacement respite care)
* You will receive full support, full training and personal development in relation to your role including regular appraisal, induction and ongoing training.
* Your successful employment will be subject to an enhanced DBS disclosure.

The job description stated here is a general overview of the work you will typically undertake. Every individual you support will be assisted to develop a job description specific to them with an individualized plan of support.