**JOB DESCRIPTION**

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| **Post Title** | **Support Worker (Adults)** |
| **Responsible to** | **Team Leader** |
| **Place of Work** | **Sesame** |
| **Responsible for** | **N/A** |
| **Grade** | **S3 - S6 (£11.03 - £11.65 per hour)** |
| **Main Purpose of Job** |
| To work as part of a team under the guidance of senior staff ensuring safety at all times, in providing a professional and high-quality service in supporting the residents to achieve their aspirations and goals, ensuring that they remain at the heart of everything we do.  |
| **Responsibilities** |
| * Provide support as directed by your Team Leader to the residents who live at Sesame on a daily routine basis as outlined in their care plan by delivering high standards of personal care within the boundaries of choice, dignity and respect and ensuring compliance with Lifeworks policies & procedures (i.e. physical care, personal hygiene, adherence to care plans, control & restraint, feeding and meeting medical needs etc).
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| * Enable and empower the residents by providing support according to their needs and aspirations particularly regarding their identified outcomes and life skills ensuring internal and external opportunities are maximised.
* Provide support as directed by your Team Leader to support the residents in day to day personal finances, budgeting and accessing individual entitlements to achieve economic wellbeing.
* Participate in creating an enjoyable, comfortable and safe living environment within Sesames’ aims and objectives for the residents that use the service.
* As directed by your Team Leader assist with assessments, reviews and planning, recognising and recording achievements and changing needs.
* Involvement in the development, implementation and review of individual care plans and risk assessments as required.
* Encourage and support the residents in all aspects of their lives and look for positive outcomes no matter how small they may be.
* Participate in domestic duties and general upkeep of the home.
* Drive Lifeworks or other authorised vehicles where necessary (subject to qualification, insurance, training and authorisation).
* Complete a Level 3 Diploma in Health & Social Care within the first two years of employment.
* Undertake training as necessary to remain compliant with all mandatory training requirements ensuring your continuous professional development and training supports best practice in the role to meet appraisal objectives and supervision.
* To participate fully as a team member and on own initiative as well as attending and reporting at staff meetings as required.
* Adhere to safeguarding, health & safety and equal opportunities legislation, best practice and policies ensuring the consideration of service users, others and yourself are paramount at all times.
* Communicate with the residents effectively and appropriately at all times using a variety of communication methods (i.e. Makaton).
* Maintain clear, appropriate and accurate written records for the residents to a high standard and in accordance with Lifeworks policy.
* Communicate with all staff effectively and appropriately at all times ensuring that relevant information is shared regarding the residents (i.e. behaviours, observations etc).
* Develop good relationships and build trust with the residents and their families.
* Support and enable the residents to participate in appropriate leisure activities and involvement in the community.
* To actively promote the ethos of the home and Lifeworks in general whilst working within the policies, procedures and philosophies of the organisation.
* Awareness of role boundaries.
* Carries out other work commensurate with position as required.

**This job description is not exhaustive and may change as the post develops, but any such change will not take place without consultation between the postholder and their manager. Job descriptions should be reviewed at least annually at the appraisal meeting.****The post holder’s duties must at all times be carried out in compliance with the Company’s policies and procedures; in particular the post holder must act in accordance with the Safeguarding, Equal Opportunities Policy and the Health & Safety Policy.** |

**PERSON SPECIFICATION**

Please ensure that you read the person specification carefully, as this will be used to assess candidates as part of the shortlist and interview process.

E = Essential to carry out role to minimum required standard, D = Desirable

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| **Criteria** | **E/D** |
| **Knowledge/Qualifications** |
| * In accordance with Care Standards legislation, applicants must be 18 years or over to be able to work at Sesame
* Either hold or demonstrate a willingness to complete a Level 3 Diploma within 24 months of the commencement of employment
* A good general education will be required of the post holder, with good literacy and numeracy skills and basic IT skills
* Short courses that are relevant to the role (i.e. Autism Awareness, Team Teach, basic food hygiene, first aid, epilepsy)
* Experience of working with residents with complex additional needs including learning disability, autistic spectrum disorders, mental health issues, medical and physical needs and behavioural difficulties
* Recent experience of working with residents with learning disabilities within a care home setting
* Are deemed suitable to work with residents, in-line with current legislation and Lifeworks policy and procedure for ‘Safer Recruiting’
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| **Skills** |
| * Good communication skills
* Be able to complete necessary paperwork in an accurate, timely and professional manner
* Ability to communicate effectively with residents, parents and professionals
* Familiar with person centred planning
* Ability to deal with challenging situations and be able to make decisions independently.
* Non-verbal communication skills (ie. Makaton, PECS, BSL)
* Experience of working in a team and the ability to act on their own initiative.
* Be able to show an understanding of risk assessments for individuals and activities, knowledge of safeguarding adult’s procedures.
* Work flexibly in a confident, empathic, caring and friendly manner
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| **Key Contacts** |
| **Internal: Peers, Team Leader, Home Manager****External: Social Workers, GP’s, other health professionals (psychiatrists, epilepsy consultants, parents & families** |