



Job Description for Support Worker – Supported Living

Job Title: Support Worker

Responsible to: Registered Manager and Service Co-Ordinator

Purpose of Job: To deliver high standards of care, protection and support to adults with learning disabilities and related complex needs by facilitating their physical, psychological, emotional and recreational development.

Tasks/ Duties & Responsibilities:

- To be a responsible team member, and be accountable to the senior staff team and the registered manager for the direct care of the adults. To work cohesively with the staff team when on duty.
- To actively promote the Kettonby Care philosophy and maintain the Statement of Purpose.

Professional practice:

- To assist in managing a safe and effective supported living service for adults with LD, Autism and associated learning difficulties.
- To help promote a stimulating, caring and culturally appropriate environment for the adults in your care.
- To provide practical and emotional support to enable adults under the guidance of the Registered Manager and Service Co-Ordinator.
- To work closely with the adults and their families according to programmes and plans that have been put in place.
- To manage the adult's finances if required.
- To administer medication and ensure all records are kept up to date if required.
- Being responsible for meeting the adults needs and communicating these needs to other staff and professionals involved.
- Writing review reports and other reports as necessary.
- Being involved in review meetings concerning the adults where appropriate.
- Ensuring the implementation of personal care plans for the adults are adhered to and any noticeable changes are reported to the relevant key worker.
- To be involved in the selection, assessment and admission of new people with the Registered Manager and Service Co-Ordinator.
- To help adults settle into their home.
- To ensure that all adults daily records are up-to-date and completed in full whilst on duty.

To participate in the full range of caring duties including:

- Helping adults with leisure interests and skill development both inside and outside their homes.
- Domestic duties (washing, cleaning, cooking etc.) if required.
- Participation in the shopping, meal planning and budgeting.
- Listening to adults including their feelings about any difficulties they may be having.
- Providing personal care to adults enabling them to look clean and well presented.
- Helping adults to keep their possessions and living areas clean, tidy and safe.
- Helping adults to make informed choices.
- Accompanying adults on holidays where appropriate.
- Implementing personal care plans set out for people.
- Assisting with daily activities and following personal schedules.
- Communicating with other staff about the adults needs/ activities.
- Recording adults needs/ activities/ behaviour in the companies recording system.
- To help ensure that each adult's health needs are met including:
 - Liaising with medical services (e.g. GP, Dentist)
 - Ensuring the implementation of appropriate medication procedures.
- Monitoring sleep patterns where appropriate
- Monitoring bowel movements where appropriate
- Monitoring fluid intake where appropriate
- Monitoring other health needs such as weight, nutrition and mood where appropriate.
- Monitoring of the general state of the service and its grounds.
- Implementing risk assessments and reviews.
- Implementation of shift plans and completing delegated tasks.
- Conflict resolution and debriefs at the end of each shift where appropriate.

To help adults express their needs and have these met:

- Implementation of individual programme plans and their ongoing development such as physiotherapy and bowel massage.
- Establishing good relationships with relatives and advocates.

Liaison and Administration:

- To establish good relationships with friends and advocates.
- To work closely and in a professional manner with other professional, both in and outside the home e.g. GPs, Consultants, Social workers.
- To use communication systems effectively e.g. diary, log book etc. and verbally to colleagues.

Team:

- It is a mandatory requirement to participate in staff meetings, training courses and supervisions sessions.
- To be a constructive member of the staff team e.g. to work to the guidance of the service and work to the best of your ability whilst on duty.
- Lead and work co-operatively with fellow workers and to use own initiative.
- To lead by example.

Other Duties:

- To undertake any delegated tasks from the Registered Manager or Service Co-Ordinator such as weekly checks and monitoring.
- To participate in training.
- To act in accordance with all policies and adhere to procedures provided by Kettonby Care.

Procedures, Fire Drill etc.:

- To work in a way that is consistent with the principles of 'normalisation' and 'Equal Opportunities' i.e. to give each adult practical skills and social status that are valued within their communities.
- To have an anti-discriminatory attitude towards all work practices, which help adults' value anti-discriminatory attitudes and behaviors.
- To work in line with the services policy on Health and Safety
- Such other duties that may be required.

Hours and Annual Leave:

- A flexible 24-hour Rota system is worked including weekends, the Rota reflects the needs of the resident's day to day lives
- Holiday entitlement: 28 days holiday per year including statutory Bank Holidays pro rata.
- The nature of the business may require short notice rota changes or request for cover from time to time.

Place of Work:

- The workplace of the Support Worker is Kettonby Care Supported Living Group in client's own homes based on site adjacent to Kettonby House.