

Support Worker

Support Worker

Job Description/Person Specification

Signed	
Print Name	
Date	

The Drive is a trademark for The Drive Care Homes Ltd

Registered Office: Cyrinus House, 18 Hatherley Road, Sidcup, Kent DA14 4BG Company Registration No. 3519585



INVESTOR IN PEOPLE

Updated/Reviewed 20/06/2021
Reviewed By: Richard Akpan
Next Review Date: 19/06/2022/When Required

Support Worker Job Description

Job Purpose

Under the supervision of the Registered Manager or other competent person participates in the safe and efficient delivery of care to Residents and provides flexible support services within the Home as required. **Observes at all times the code of practice for social care workers** as published by **the General Social Care Council** and which specifically protects and promotes the independence, dignity and respect of the client.

To support residents with a learning disability and associated needs which reflect individual options, in a homely, domestic environment, which offers a stimulating lifestyle. To provide a 24 hour service to residents, offering individual support and following individual care plans and care needs.

Duties and Responsibilities

- To work as a support worker, working towards the role of a key worker, to named residents, monitoring and assisting them with all aspects of their daily lives.
- To assist residents as appropriate with all aspects of personal care.
- To be alert to issues of safeguarding vulnerable children and adults, ensuring that their welfare and safety is promoted and safeguarded, and to report any child protection/adult protection concerns using Company safeguarding policies, procedures and practice.
- To ensure that all residents property and money is safeguarded.
- To be responsible for collating information and helping to develop, implement and monitor care plans.
- To attend reviews and meetings concerning residents, preparing written and verbal reports as required.
- To ensure residents' rights, beliefs and dignity are respected at all times.
- To help maintain links with residents' circle of support, including relatives, friends, advocates and professionals. To help develop new relationships and friendships where appropriate.
- To support residents in accessing and using community resources e.g. cinema, leisure centres, educational facilities etc.
- To support and escort residents in using services such as Dentists, GP, Hospitals.
- To take part and support residents in the domestic routines of the house, e.g. cooking, cleaning, laundry. To carry out any domestic duties as required keeping the home in a clean, safe and presentable condition.

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- To ensure that administrative procedures are followed, for example completing care notes, reports, health records etc.
- To have appropriate regard for residents' emotional, social, physical, cultural and religious needs.
- To support, encourage and work co-operatively with colleagues to maintain high standards of care and support, and in meeting the needs of residents at all times.
- To participate in ongoing staff training as required, and to participate in the induction of other staff.
- To attend staff meetings as required and to receive formal supervision.
- To follow a shift pattern as required based on the needs of the residents.
- To ensure the safety and well-being of the residents and to accept responsibility for your and theirs health and safety as well as that of your colleagues and others.
- To adhere to and be conversant with the policies, procedures and processes of the Company, e.g. health and safety, administration of medicines, confidentiality, etc.
- To complete any other duties required by Management of the Drive Care Homes Limited that are necessary for the wellbeing of the residents and to be part of a flexible staff team.

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Attribute	Essential	Measurement
Work Experience	<ul style="list-style-type: none"> One year's experience of working in a care setting in the UK is desirable but not essential as the Company offers a comprehensive training programme for all new staff 	Application, Interview, References
Education Qualifications Training	<ul style="list-style-type: none"> Completed secondary education within the normal timeframe Literate, with basic numerical ability Willing to work towards an QCF qualification Commitment to training and professional development 	Application Interview and Assessment Interview Application and Interview
Knowledge, Skills and Training	<ul style="list-style-type: none"> Proven ability to form positive working relationships with residents, relatives and external agencies The ability to work co-operatively and effectively in a team Ability to cope with changing situations and changes to routine Good observation and recording skills Good written, oral and listening skills. Ability to write reports and to make verbal contributions to review and case conferences To be aware of the standards to the Health and Social Care Act 2008 and Health and Safety at Work Act 1974 	Application and Interview Application and Interview Interview Interview Interview Interview

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Personal Characteristics	<ul style="list-style-type: none"> Cheerful, outgoing personality. Interested in the care and welfare of others, motivated and committed. Accessible, approachable to and comfortable with residents. 	Interview
	<ul style="list-style-type: none"> Able to handle difficult situations with empathy and consideration. Retains confidential information. Reliable and honest. 	Interview
Equal Opportunities	<ul style="list-style-type: none"> Commitment to equal opportunities, anti-discriminatory and anti-oppressive practices 	Application and Interview
Work Arrangements and Availability	<ul style="list-style-type: none"> 35 hours per week on a flexible rota Ability to cope with flexible working hours 	Interview
Other	<ul style="list-style-type: none"> Applicants to this job must have a work visa/permit or be a Citizen 	Interview and Documentation

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