



Job Description

Post of Care/Support Worker

The Care/Support Worker will be responsible in all matters to the Registered Manager of the Home and through him/her to the Chief Executive and Directors

The policy of the Company in relation to service users is to help them to integrate in society and lead as full and normal a life as possible, within the context of their learning disabilities. To achieve this, the Care/Support Workers will be expected not only to relate to the service users but to the immediate neighbourhood and the wider community in order that the service users may benefit from social, recreational and satisfying occupational activity.

The Care/Support Workers will be expected to undertake the following tasks as necessary:

1. To offer support, advice, guidance and practical help to service users.
2. To assist service users in acquiring and developing independent living skills in the areas of personal hygiene, purchase and maintenance of clothing, laundry, care of personal belongings, shopping, cooking and general domestic duties and advice on the management of money. Depending on the abilities of service users staff may spend a significant amount of their time on personal intimate care, i.e. bathing, washing and toileting and other domestic and related tasks.
3. To ensure the maintenance of a good domestic standard with regard to cleaning and catering.
4. To attend staff meetings and any other meetings as required by the Registered Manager or Chief Executive.
5. To attend formal supervision as required by the Registered Manager or Chief Executive.
6. To help the service users be sensitive and considerate to each other's needs.
7. To undertake sleeping-in duties (this will not be required until staff are qualified and experienced to an appropriate level).



Job Description

Post of Care/Support Worker

8. Where appropriate to escort service users to social functions and any other function the Chief Executive may feel appropriate, which may be during unsocial hours i.e. the weekend, evenings and bank holidays.
9. To maintain appropriate records of medication and to oversee medication used by service users e.g. a diary of drugs dispensed, security of drugs etc., after appropriate training.
10. To contribute to recording the progress of service users in keeping with the Company's record-keeping policies.
11. To assist in meeting the staffing needs of the Company at times of sickness, annual leave, bank holidays and Christmas etc.
12. If a full driving licence is held, to drive vehicles owned by the Company.
13. To participate in appropriate training and as a minimum to undertake NVQ level 2 in care.
14. To accompany and support service users on and during their annual holiday.
15. To undertake any other responsibilities which the Registered Manager or Chief Executive may from time to time require, including administration duties.

CONFIDENTIALITY

Matters relating to service users and the overall policy of the Company are confidential and should not be discussed with people outside the Company except in the interests of a service user's development. Any breach of confidentiality is a breach of the Company's rules and will be seen as a disciplinary matter.