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| Job Description | | |
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| 1. | JOB PROFILE: | |
|  | **Post** | **SUPPORT WORKER / SPECIALIST SUPPORT WORKER – FX DAY SERVICE, LEARNING DISABILITY SERVICES** |
|  | **Term of post** | Permanent |
|  | **Salary and Conditions** | £19,776 - £21,528 pro rata | Salary Point 18 – 21  Enrolment into a pension scheme |
|  | **Hours** | Part-Time | Various hours between 18 and 34 per week  *(worked Monday to Friday between 8:30am - 5:00pm)*  *Sessional Hours are also available* |
|  | **Line Manager** | Manager – FX Day Service |
|  | **Job Location** | Preston, Lancashire |
|  | **Approved by CEO** | April 2016 |
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| 2. | PURPOSE OF THE POST: | |
|  | The person appointed to this post will provide personal support and care to individuals who have complex care and learning disability needs with the aim of promoting maximum independence, responsibility and control over their own life.  The Support Worker will contribute to the development of the person’s self-confidence and social skills and explore positive opportunities to access community life. Working as a member of the FX project team the worker will develop appropriate individual programmes to meet the individual plans of service users. | |
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| 3. | RESPONSIBILITIES: | |
|  | **The principle responsibilities of the person performing this job are as follows:**   * Ensure that services offered by the Learning Disability Services enable people to enjoy a high quality of life either in their own home, community or place of work * Promote and enable confidence, self-esteem and communication skills to develop friendships/relationships and opportunities to access a variety of inclusive community life experiences * Promote pride, individuality and a welcoming atmosphere within the individual’s home * Ensure the full involvement of the person in making decisions about their own lives and contribute actively to the maintenance of the health and wellbeing of the individual through the delivery of appropriate programmes of care and support to enable them to access this and other services * Maintain and promote a positive environment by developing professional working relationships within the Service, family and carers, and professionals contributing to a multi-disciplinary/charity approach to people with learning disabilities * Work within the principles of Rights, Independence, Choice and Inclusion as set out in ‘Valuing People Now’ and promote greater control for adults over their own lives * Contribute to the delivery of appropriate personal and group programmes and activities that are risk assessed, compliant with individual plans and meet health and safety compliance | |
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| 4. | KEY TASKS: | |
|  | **Your main duties are as follows:**   * Support individuals to access agreed programmes as directed by their personal plans * Ensure accessible recording of individuals activities and personal development * Act as key worker to individuals to ensure their personal plans are delivered, monitored and evaluated * Attend personal planning and review meetings * Enable individuals to develop age appropriate activities in the wider community * Assist with their personal care needs and contribute to regular health care assessments * Administer procedures necessary to meet the complex health needs of individuals (e.g. tracheostomy care, bolus feeding, suctioning) * Give physical support to people who have large wheelchairs out in the community * Undertake any training required as necessary to enable the health needs of individuals to be met through administering procedures and medication * Enable the acquisition of skills to support communications, friendship building, and recreational activities * Contribute to the development of a person-centred service for individuals benefiting from the service * Work closely with family, carers and other professionals to meet the needs of individuals * Advocate alongside the person to promote their views and ensure that those views are acted upon through collective planning with other appropriate people * Promote positive practice of Safeguarding, Health & Safety and Mental Capacity within the workplace * Maintain accurate and up to date records as required and assist in the monitoring and evaluating of the individuals’ service provision and plans * Participate in supervision with your line manager * Participate in staff meetings and training programmes for the Service in particular and with the charity in general * Abide by the policies and procedures of the charity | |
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| 5. | ADDITIONAL DUTIES: | |
|  | It is the nature of the work of Caritas Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff’s job, it will be included in the job description in consultation with the member of staff. | |
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| 6. | CONFIDENTIALITY: | |
|  | It is expected that all Caritas Care employees will understand that our work is confidential and that personal details must not be divulged to members of the public. This obligation will continue indefinitely even after termination of employment. All approaches by the media or other third parties must be referred, unanswered, to the line manager. | |
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| 7. | VALUES AND PRACTICE PRINCIPLES: | |
|  | The person who holds this position is expected to be familiar with and have regard to the Vision, Mission and Values Statement of Caritas Care and work within that framework. He or she must be prepared to operate within the ethos of the charity. | |
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| 8. | QUALIFICATIONS AND EXPERIENCE: | |
|  | The post holder will be expected to demonstrate his or her suitability for the post through life and career experience. See the Person Specification for full details. | |
|  | Susan Swarbrick  *Chief Executive* | |

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| **PERSON SPECIFICATION**  *(To be read in conjunction with the Job Description)* | | | | | | |
| **POST** | | SUPPORT WORKER / SPECIALIST SUPPORT WORKER – FX DAY SERVICE, LEARNING DISABILITY SERVICES | | | | |
| **APPROVED BY CEO** | | April 2016 | | | | |
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| **1** | **QUALIFICATIONS**  (E = Essential D = Desirable) | | **E** | | **D** | **Evidence to be derived from** |
|  | * Qualifications in working with people with learning disabilities e.g. QCF (formerly NVQ) Level 3 in Care | |  | | ✓ | Application Form |
|  | * Full current Driving Licence | |  | | ✓ | Application Form |
|  | * First Aid certificate | |  | | ✓ | Application Form |
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| **2** | **EXPERIENCE**  **(E = Essential D = Desirable)** | | **E** | | **D** | **Evidence to be derived from** |
|  | * Relevant experience of working with people in need | | ✓ | |  | Application Form |
|  | * Working with people with learning disabilities in one to one or group work situations | |  | | ✓ | Application Form |
|  | * Supporting people with learning disability to effectively communicate | |  | | ✓ | Interview |
|  | * Conducting assessment of strengths/needs with service users | |  | | ✓ | Interview |
|  | * Arranging and planning review meetings | |  | | ✓ | Interview |
|  | * Working with carers and parents in home settings | |  | | ✓ | Application Form |
|  | * Working with adults who have complex health needs | |  | | ✓ | Application Form |
|  | * Supporting people with their personal care with dignity & respect | |  | | ✓ | Interview |
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| **3** | **KNOWLEDGE / SKILLS**  **(E = Essential D = Desirable)** | | **E** | **D** | | **Evidence to be derived from** |
|  | * Understanding of safeguarding vulnerable adults | | ✓ |  | | Application Form/Interview |
|  | * Understanding of confidentiality | | ✓ |  | | Interview |
|  | * Ability to work in an empowering style | |  | ✓ | | Application Form |
|  | * Ability to keep good time and manage own time effectively | |  | ✓ | | Application Form |
|  | * Record keeping and report writing | |  | ✓ | | Application Form |
|  | * An understanding of the importance of empowering people and enabling their decision making | | ✓ |  | | Application Form/Interview |
|  | * Appreciate person-centred approaches to working with disabled people | | ✓ |  | | Interview |
|  | * Appreciate the rights of disabled people to enjoy an inclusive environment within a social/rights model of disability | | ✓ |  | | Interview |
|  | * Able to work using own initiative & unsupervised in the community | | ✓ |  | | Interview |
|  | * Communicate effectively, verbally and in writing using methods appropriate to service users | | ✓ |  | | Interview |
|  | * Be able to communicate and relate positively to carers, providers managers and other professionals | | ✓ |  | | Interview |
|  | * Ability to act as key worker | |  | ✓ | | Interview |
|  | * Ability to adhere to appropriate risk assessments | |  | ✓ | | Interview |
|  | * Moving & handling skills | |  | ✓ | | Application Form |
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| **4** | **ATTITUDES & VALUES**  **(E = Essential D = Desirable)** | | **E** | | **D** | **Evidence to be derived from** |
|  | * Be in sympathy with the Vision, Mission and Values Statement and the ethos of the Service | | ✓ | |  | Interview |
|  | * Willingness to work flexible hours, including weekends, evenings, shifts/rota, where this is to the benefit of the Service User and within other Caritas Care teams when requested | | ✓ | |  | Interview |
|  | * Commitment to equal opportunities | | ✓ | |  | Interview |
|  | * Positive attitude to people with disabilities | | ✓ | |  | Interview |
|  | * Willingness to undertake training, e.g. QCF (formerly NVQ) Level 3 or equivalent | | ✓ | |  | Interview |
|  | * Willingness to undertake training to administer procedures and medication necessary to meet individual health needs | | ✓ | |  | Interview |
|  | * Appreciate the principles of self-help and user involvement | | ✓ | |  | Interview |
|  | * Respect for the different cultures and beliefs of others | | ✓ | |  | Interview |
|  | * Positive approach to working in partnership with parents & carers and work within the principles set out in ‘Valuing People Now’ | | ✓ | |  | Interview |
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| **5** | **MISCELLANEOUS**  **(E = Essential D = Desirable)** | | **E** | | **D** | **Evidence to be derived from** |
|  | * Willingness to consent to a Disclosure & Barring Service check | | ✓ | |  | Interview |
|  | * Ability to handle large wheelchairs, including over long distances | | ✓ | |  | Interview |
| Susan Swarbrick  *Chief Executive* | | | | | | |