

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Support Worker (Generic)</b>
<b>HOURS:</b>	<b>Full time/Part time/Relief</b>
<b>RESPONSIBLE TO:</b>	<b>Service Manager</b>
<b>SALARY:</b>	<b>from £13,313 pa based on 37 hours</b>
<b>BASED FROM:</b>	<b>Location to be agreed</b>

### MAIN TASKS:

Contribute to every aspect of the smooth running of the service providing support to adults with autistic spectrum disorder (ASD). Focusing mainly on the personal care and leisure activities although the post holder will also be required to undertake the normal domestic duties associated with running a residential resource. This will include budgeting, shopping, preparing meals and ensuring that the residence is clean and tidy at all times. Be involved in developing individual needs-led programmes; necessitating supporting the service users in their home environment and promoting their rights to choice and independent living.

### RESPONSIBILITIES:

1. Work an agreed shift pattern including weekends and bank holidays and some sleep-in duties.
2. Provide physical care and support equivalent to that which might be provided by a competent and caring relative including appropriate degrees of help with washing, dressing, bathing and assistance with hygiene needs.
3. Assist with the preparation and cooking of meals and snacks, laundry, household tasks and day time activities with the service users as required.
4. Undertake normal domestic duties associated with the running of a residential resource.
5. Liaise and communicate with other members of staff and external professionals appropriately to ensure a coordinated approach to programme planning is in place.
6. Acquire and utilise information with regard to understanding the needs of the service users, interpreting and communicating with them effectively and in their best interests.
7. Provide activities to support the development of the service users during their day activity time and within their home environment. Allowing both areas to be stimulating and interesting.

8. Be flexible and adaptable in providing a sensitive caring approach allowing the service users to develop all aspects of their life.
9. Design, implement, monitor and evaluate individual care plans via operation of key worker systems, reporting significant matters affecting an individual's quality of life.
10. Administer medication following the written guidelines set out in the drugs administration policy together with directions from the medical practitioners.
11. Ensure the general health and welfare of service users including food, warmth, clothing, monies and other goods are available, advising the management team of specific requirements.
12. Assist the management team in providing a constructive pattern of activities commensurate with the individual skills, abilities and potential of the service users.
13. Advise the management team of any supplementary services that may be needed.
14. Relate to professional agencies, family, friends, further education tutors etc with appropriate diplomacy and tact whilst ensuring that confidentiality is maintained.
15. Attend and participate in regular review procedures concerning service users and prepare comprehensive written reports prior to the meeting taking place as necessary.
16. Attend and participate in mandatory, statutory and other relevant training courses as and when required.
17. Ensure that all information relating to service users is accurate and up to date.
18. Be actively involved in the planning of and participation in holidays for the service users.
19. Maintain accurate records of progress towards the achievement of agreed goals for service users.
20. Ensure that Health & Safety regulations are met and that Fire regulations, risk assessment and behaviour management procedures are adhered to at all times.
21. Positively promote and raise the profile of people with autism and autism, west midlands.
22. Participate in regular supervisions with line manager.
23. Attend staff meetings and contribute as appropriate.
24. To undertake such other duties as are required from time to time, including working unsocial and/or different hours and occasionally at different sites.

This is an outline of the postholder's key duties and responsibilities. It is not intended as an exhaustive list and may change according to service needs following discussion with the postholder.

October 2005

## PERSON SPECIFICATION

Area	Essential	Desirable	Evidence
<b>Professional Qualifications</b>	Willingness to work towards NVQ Level 2 in Care.  Willingness to undertake Learning Disability Award Framework (LDAF)	NVQ Level 2 in Care or Promoting Independence	Application Form Interview
<b>Knowledge</b>	Understanding of confidentiality	Working with people with special needs particularly those on the autistic spectrum.	Application Form Interview
<b>Skills</b>	Proven effective written and verbal communication skills. Ability to work with tolerance and patience with those in your care.		Application Form Interview
<b>Experience</b>		Previous care work in a residential service provision. Working under pressure in difficult circumstances.	Application Form Interview
<b>Personal Qualities</b>	Enthusiastic and a positive outlook. Flexible approach to work. Team player. Good sense of humour. Ability to work on own initiative.		Application Form Interview
<b>Other</b>	Willingness to take part in leisure activities e.g. swimming. An understanding and commitment to equality of opportunity.	Full and clean driving licence.	Application Form Interview