

autism.west midlands
JOB DESCRIPTION

TITLE: Support Worker

HOURS: 37 hours per week

RESPONSIBLE TO: Team Leader

SALARY: £13,546 - £15,051 (SCP 15 – 19)

BASED FROM: To be confirmed

MAIN TASKS:

Contribute to every aspect of the smooth running of a team providing 24 hour tailored holistic support to an adult service user with Autism and mental health difficulties. Enabling the service user to resettle back into their own accommodation, enjoy a good quality of life and be an active member of the local community. Promote and follow the philosophy and practices of supported living which seeks to promote and respect the rights of individuals to lead an independent lifestyle of their own choosing.

RESPONSIBILITIES:

1. Support the service user to become an active member of their local community, to be actively involved in a range of community activities, accessing other specialist health care, leisure, education and social settings.
2. Work with the service user on a one to one basis without supervision, acting on own initiative within guidelines.
3. Assist in the general care, well being and comfort of the service user, including personal hygiene, ensuring privacy and dignity at all times.
4. Have knowledge of and promote the concept of socially valued lifestyles for people with autism to assist the client in maximising personal choice.
5. Record and report activities to Team Leader and immediately report any untoward changes in the service user's behaviour which gives rise to concern. Including incident reporting, individual charts and documents, complaints, telephone calls from family members or members of the Multi-Disciplinary Team
6. Communicate to the service user's family and other team members information about their management programme with appropriate diplomacy and tact whilst ensuring that confidentiality is maintained.
7. Plan activities/physical tasks for the service user.
8. Complete and assist with all documentation relating to service user care.
9. Adhere to all autism.west midlands Policy and Procedures.

10. Attend and participate in mandatory, statutory and other relevant training courses.
11. Participate in regular supervisions with Team Leader.
12. Contribute to the assessment, observations, monitoring and reporting of matters affecting the service user's quality of life.
13. Ensure that Health and Safety regulations are met and fire regulations, risk assessments and behaviour management procedures are adhered to at all times.
14. Acquire and utilise information with regard to understanding the needs of the service user, interpreting and communicating with them effectively and in their best interests.
15. Attend and participate in regular review procedures concerned with the service user and prepare reports prior to meetings taking place as necessary.
16. Attend staff meetings and contribute as appropriate.
17. Positively promote and raise the profile of people with autism and autism west midlands.
18. 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
Professional Qualifications	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
Knowledge	Good understanding of verbal and written English. Aware of the importance of giving people valued lifestyles		Application Form Interview
Skills	Ability to work unsupervised and using own initiative. Must be prepared to treat client with respect. Good communication skills.		Application Form Interview
Experience	Experience of planning, organising and implementing recreational/ domestic/ occupational activities	Experience of working with people with Autism and/or mental health difficulties	Application Form Interview
Personal Qualities	Flexible approach to work. Team Player Approachable Must be able to carry out instructions as directed by team leader.		Application Form Interview
Other	Demonstrate a positive attitude towards working in collaboration with professionals, social services and other agencies.		Application Form Interview