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| **Support Worker Job Description** |
| **Working Hours**:

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| Various shifts covering a 24 hour, 7 days per week.  |

 | **Salary**: £9.60 per hour |
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| **Location:** Upper Ford Lodge- Droitwich  |

 | **Responsible to:** Registered Care Manager/ Assistant Manager/Senior Support Worker  |
| **Role Purpose** |
| * + - * Support Workers are responsible for enabling the individuals we support to live a rewarding and fulfilling life, ensuring that they work in a person-centred way and in-line with our values at all times.
* This role involves lone working as well as working as part of a team to maintain a safe, happy, supportive and caring environment that puts the health, safety and welfare of the person first.
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| **Person Centred approach to support** | • Ensure all support plans and positive behaviour support plans are followed at all times, discussing with the manager any adaptations that are required. * Ensure the effective use of augmented communication techniques and tailor communication methods to the needs of the person, using assistive technology where identified.
* Enable and support each individual to make choices.
* Be flexible and adaptable in providing a sensitive caring approach allowing the person to develop in all aspects of life.
* Design, implement, monitor and evaluate individual support plans via the operation of the key work systems, reporting significant matters affecting an individual’s quality of life.
* Assist the management team in providing a constructive pattern of actives with the person’s skills, abilities and potential in mind.
* Provide and facilitate meaningful activities that are led by the individual’s choice, likes and aspirations.
* If required, provide appropriate levels of physical care and support with washing, dressing, bathing and assistance with personal hygiene needs.
* Assist with the preparation and cooking of meals and snacks, laundry, household tasks and day time activities
* Be actively involved in the planning of and participation in holidays for people we support.
* Liaise with professionals, family members and friends of the individual we support to ensure high quality support.
* Attend and participate in regular review procedures concerning the individual and prepare written reports prior to the meeting.
* Communicate with professionals, family and friends ensuring that their wishes, advice etc are taken into account always ensuring that confidentiality is maintained.
* Relate to professional agencies, family, friends and further education tutors etc with appropriate diplomacy and tact whilst ensuring that confidentiality is maintained.
* Follow and promote all policies and procedures at all times.
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| **Behaviours of Concern and Autism** | * Provide consistent and proactive support to people when behaviours of concern are presented in line with the ethos and training of AWM.
* Ensure records of incidents are completed straight away and accurately.
* Take an active and proactive role in the review of incidents to ensure the appropriate interventions and support was given including ensuring the appropriate documentation is completed in a respectful way, maintaining the persons dignity.
* Understand how the persons Autism affects them personally and ensure you respond appropriately to their needs as identified within their support plan and positive behaviour support plan.
* Take responsibility for ensuring you keep your knowledge up to date in relation to the needs of those you support, ensuring that information is documented and informs the delivery of support.
* Learn about the special interests, needs and communication preferences of those you support.
* Positively promote and raise the profile of people with autism and Autism West Midlands
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| **Quality, Safeguarding & CQC** | * Ensure that people’s rights are protected and respected including, for example, their right to:
* Privacy
* Choice
* Decision Making
* Expression of cultural identity
* Protection of property
* Maintaining links with family and friends
* Report to management if you are concerned that these or any other rights are being violated.
* Fully understand the safeguarding policy and procedure, understanding the signs of any potential abuse and report any concerns to the Manager promptly, including any concerns with regards to colleagues.

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| **Essential Record Keeping** | * Ensure all information relating to the people we support is accurate and update to date.
* Maintain accurate records or progress towards the achievement of agreed goals for the people we support.
* Follow and promote all policies and procedures at all times.
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| **Medication & Finances** | * Support the safe administration of medication in line with written guidance as set within the individual’s support plan and medication policy.
* Support the safe management of individual’s finances in line with Mental Capacity Assessments and other written guidance as set with the persons support plan.
* Ensure the correct checks are carried out
* Report any discrepancies, non-signing etc to the manager promptly
* Follow and promote all finance and medication policies and procedures at all times.
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| **Health & Safety** | * Ensure the general health and welfare of the people we support, advising the management team of specific requirement or changes in need.
* Ensure that health and safety regulations are met and that Fire regulations, risk assessment and behaviour management procedures are adhered to at all times.
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| **General** | * Liaise and communicate with other employees and external professionals appropriately to ensure a coordinated approach to programme planning is in place
* Participate and contribute to team meetings, supervisions and appraisals
* Advise the management team of any concerns, changes or supplementary services needed.
* Be supportive and respectful to colleagues and management
* Maintain confidentiality at all times
* Respect that people we support do not live in your workplace but that you provide support in their home.
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