JOB DESCRIPTION

Job Title:	Support Worker
Hourly Rate:	
Responsible to:	Engagement & Employment Service Manager

Main Purpose of the Role

- To work flexibly across the whole service, as and when required, and proactively support in the development of the Engagement & Employment Service.
- As a key worker support adults with a wide range of learning disabilities, including services users with complex needs, behaviour that challenges and on the autistic spectrum
- To provide and implement support plans to enable people with learning disabilities to lead full and active lives within their community.
- To facilitate the physical, emotional and social wellbeing of service users by the development and implementation of individualised support plans in accordance with national legislation, policies and procedures, good practice and regulatory requirements.

Responsibilities of the Role

- To plan activities and develop support plans using a person-centred approach, identifying the specific needs and aspirations of the individual.
- Work as part of a team in innovative ways in order to develop opportunities for community integration.
- To use a creative approach in helping people to develop, retain or regain their leisure, social skills and independence in line with assessed need and or expressed interests and aspirations.
- To encourage a healthy lifestyle and maintain health and wellbeing. This includes helping service users build and maintain relationships and friendships, including being involved in sporting, leisure, cultural and religious activities, supporting and facilitating service users to access various community venues and activities to enable them to develop relationships and be present within their community.
- To actively contribute to the smooth running of the Engagement & Employment service, both within the Community base and the general community. This may mean working alone with a group of people, or with a colleague as part of a team.
- To support service users in everyday personal skills such as food preparation, eating, dressing, washing, hygiene and using the toilet. This will include hands-on assistance using appropriate moving and handling techniques or equipment as necessary to meet the assessed needs of each individual, at all times respecting their need for independence, dignity and privacy.

- To offer support and encourage service users to make decisions based on informed choice and to promote self-advocacy or the use of an advocate, aiming at all times towards maximum independence and to reach potential.
- To collate, create and maintain all relevant documentation required for the assessments and reviews of service users to ensure that support programmes remain focussed on meeting the individual needs of those attending the service ensuring written recording of activities or incidents as required.
- To plan and prepare information prior to reviews and action recommendations of agreed care programmes.
- To work alongside the external provider, to provide support with the transport of service users to and from the relevant service
- To liaise on a daily basis with the management team to ensure service users are support and to report relevant information or concerns regarding service users or matters affecting the service.
- To participate effectively in regular formal structured supervision and team meetings and assist in identifying and participating in individual development or other training opportunities in order to improve the competencies required to carry out the job effectively.
- To be familiar with Safeguarding Policy and Procedure and good practice relating to this, to implement this in all aspects of working practice and promote it in the team and workplace.
- Contribute to the overall aim and vision of Southend Care Ltd, and work in accordance with the company's values and behaviours
- To undertake any other duties as may be required to ensure the effective delivery of the Engagement & Employment Service.

Resources

- Responsible use of all equipment used to assist with role

Work Environment

- Will be required to work within any service within Southend Care when services are in an emergency or as directed by the Service Manager/Operations Director

Standard Phrases

- To practice within a legal framework encompassing statutory, organisational policy and guidelines
- Ensure a work environment that protects peoples' health & safety and that promotes welfare and which is in accordance with the Company Health & Safety policy.

- To be familiar with Equal Opportunities Good Practice and with the Company requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace.
- This role requires a DBS from the Disclosure and Barring Service
- To maintain confidentiality of information in line with the requirements of GDPR
- You may be required to undertake other relevant and appropriate duties as reasonably required.
- In order to support services across Southend Care Ltd this role requires a complete course of Covid-19 vaccination (or any mandatory vaccination as per regulations), or proof of medical exemption

Person Specification

Attributes	**Activity**	**E**ssential **or D**esirable	**How evidenced**
Qualifications or membership to a Registered Body	• Literacy and numeracy equivalent to at least GCSE Grade C English and Maths	D	A
Knowledge, Experience Skills and Abilities	▪ Good interpersonal skills ▪ Flexible and adaptable approach ▪ Ability to deal with people at all levels in a sensitive, professional and diplomatic manner ▪ Conscientious and ability to work under own initiative ▪ Ability to work under pressure ▪ Ability to use MS Office ▪ Ability to work effectively in a team ▪ Experience of working with people with learning disabilities ▪ Experience of alternative forms of communication	E E E E E E E D D	A &
Values *(Demonstrates the Company's Values and Behaviour i.e. the how)*	**We are Caring** always providing person centred care and support we would want for ourselves & loved ones. **We are Passionate-** about care & having pride in being part of SCL **We are Diverse –** inclusive, recognising diversity through celebrating differences **We are Empowering** – enabling everyone to fulfil their potential, taking ownership & being accountable **We are Innovative –** able to take on new challenges & seek solutions with a balanced care & commercial mind set	E E E	