



JOB DESCRIPTION

POST:	Support Worker
HOURS:	
ACCOUNTABLE TO:	HEBE Management
REPORTING TO:	Support Worker

Our mission is to support, develop and enable people who have a range of diverse needs, assisting them to live as independently as possible as respected members of their local community.

To work in partnership with others to provide a range of innovative, creative and individualised support packages.

This is achieved through Person Centred Planning in which we aim to promote optimum health, foster choice, independence, self-awareness, self-confidence and as far as possible we will support the individual to access stimulating activities in real life settings to learn real life skills and to be treated as equal to others.

Support Workers are directly responsible for supporting, developing and enabling the individual in pursuance of these goals.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT

1. Contribute to the development of an appropriate, individualised and achievable Person-Centred Plan.
2. Support and enable the individual to have their say in mapping out and planning current and future service provision.

3. Support and enable where appropriate the individual to set up and maintain their own tenancy. Ensuring the domestic environment is maintained to a high standard. This involves carrying out all normal household tasks in communal areas. Supporting the individual in the cleanliness and upkeep of their flat and enabling people to be as fully involved as possible in all aspects of the lives.
4. Supporting the individual with personal care tasks if necessary, such as washing, bathing, shaving, dressing and using the toilet. At all times ensuring the persons rights to privacy, dignity and cleanliness are respected.
5. Support, develop and enable the individual in real life settings to learn real life skills, accessing where appropriate Education, Training, Vocation and Leisure activities.
6. Support and enable the individual to maintain their physical, social and emotional wellbeing.
7. Supporting the individual to maintain family and friends contact.
8. Supporting the individual to attend appointments, reviews, meetings etc.

FINANCE AND ADMINISTRATION

1. Support the individual with finance/benefit claims.
2. Assist with the management of a petty cash system.
3. Record and maintain accurate written records.

LIASON AND COMMUNICATION

1. Participate in and complete, with support, the formal induction programme.
2. Participate in training and development programmes as highlighted through staff supervision and appraisal.
3. Attend and contribute to regular staff meetings.
4. Work as part of a staff team to provide a twenty-four-hour support package that will require maximum flexibility of attendance. This will include on a rota system waking nights, sleep in duties, weekends and shifts.
5. Liaise and maintain links with outside agencies, external professionals and parents/family members including attendance and participation in review and other meetings.

OTHER

Read and adhere to HEBE’s policies and procedures and assist in developing, implementing and monitoring them. This includes policies on equal opportunities, health and safety, confidentiality, safeguarding and prevent agenda.

Contribute to quality assurance and quality monitoring systems as required.

This Job Description is an outline only. It may be altered to take account of changing circumstances.

PERSON SPECIFICATION

POST: SUPPORT WORKER – GRADE 1

LOCATION:

JOB KNOWLEDGE AND EXPERIENCE

- 1. Knowledge and or experience of Autism.
- 2. Knowledge and or experience of people with Learning disabilities and Mental Health etc.
- 3. Knowledge and or experience of support/care work.

Essential	Desirable
	√
√	
√	

SKILLS

- 1. Good written and verbal communication skills.
- 2. Basic numeracy and literacy skills.
- 3. Basic support/care skills.
- 4. Basic household skills

Essential	Desirable
√	
√	
√	
√	

PERSONALITY

- 1. Ability to learn and develop good practice
- 2. Personal flexibility and ability to adapt to change.
- 3. Ability to work as part of a team.
- 4. Ability to cope with stressful situations.

Essential	Desirable
√	
√	
√	
√	

ATTITUDE

1. Commitment to HEBE's Mission, Values and Principles.
2. Ability to manage risk.

Essential	Desirable
√	
√	

OTHER REQUIREMENTS

1. Ability to work flexible hours, including evenings, weekends, bank holidays, waking nights and sleep ins.
2. Ability to take part in a wide range of activities including sport.
3. Ability to drive and a holder of a current valid driving licence.
4. Hold a relevant QCF qualification or equivalent

Essential	Desirable
√	
√	
	√
	√

Signed.....

Print.....

Date.....