

Job Title	Support Worker
Salary	£18,135.00 - £20,494.50 (depending on experience and location)
Responsible to	Supported Living Service Manager

Job Summary

To work individually and as part of a team to:

- Support and enable Members to live as independently as possible
- Support and assist Members to develop new and existing skills
- Facilitate employment opportunities
- Assist and support Members to enjoy an active social life
- Promote and enable Members to attain and maintain good health
- Promote and facilitate the personal safety of all Members
- Enable Members to form relationships and wider social networks
- Promote and support lifelong learning opportunities
- Support Members to observe Jewish Culture



Key Tasks

- To assist and support in the provision of social, health, and personal care to Members
- To assist in supporting Members in designing and developing their support/care plans and reviews
- To assist and support Members to achieve goals that link to the Langdon Mission
- To contribute to the monitoring of Members' progress, assessment and maintain records.
- To actively contribute in the Team Planning process

- To attend and contribute to Team Meetings, Supervisions and Appraisals
- To be responsible for reading and working to Langdon Policy & Procedure, with particular regard to the Jewish Ethos and Culture
- To work in a flexible manner working five days over a seven-day rota which includes unsociable hours and sleep in duties

Operational Tasks

- Support Members as directed to develop their practical skills to live as independently as is possible
- To Key Work for a Member and assist in the devising of support/care plans
- To attend meetings and contribute to assessment/reviews and or Members' progress as required
- To assist and support Members in designing and developing support/care plans commensurate to their needs and chosen lifestyle
- To assist and support Members in choosing and organising an annual vacation and provide appropriate support during the vacation in line with Langdon's Activity Procedure
- Monitor and record household and personal finances in line with Langdon Policy and Procedures.
- To support Members to maintain a high level of cleanliness and hygiene in their home, in line with the Langdon Standards Audit process
- To identify, and report any shortfalls in maintenance, poor hygiene and cleanliness
- To support the personal care needs of Members where necessary and appropriate, affording dignity, respect and privacy.
- To support, as directed the health & safety of Members by providing consistent and continuous support whilst maintaining sound working practices in line with CQC and Safeguarding to ensure the welfare, safety and protection of Members within their own home and the wider community.
- To maintain accurate records as required, being able to communicate clearly in English, using IT equipment where available and practical.
- To proactively liaise with and advise the Lead Support Worker / Service Manager and other team Members as appropriate
- To support Members as directed to prepare, develop and enhance their employment skills and increase their opportunities in the workplace.
- Encourage social inclusion by supporting the people who use our service to build and develop confidence and life skills.
- To assist with the home's catering needs and to be aware of Kashrut, healthy eating and basic food hygiene practices
- To support and encourage all Members with their religious beliefs and at a level that is appropriate and in line with Langdon Policy.
- To ensure compliance to all Langdon policies and to have particular regard to Equality and Equal Opportunities, Religious Observation and Jewish protocols in daily living.
- To support Members to develop their practical skills to socialise within the Jewish Community, as well as within wider UK society.
- To escort Members, safely and in line with Langdon Policy & Procedure, by various forms of transport both within and outside of the UK.
- To support and assist Members with medical/health appointments and subsequently any support needs, including the ordering and administering of medication subject to appropriate training
- To engage in staff training and supervision arrangements as directed by and agreed with the Line Manager and to participate in performance review and appraisal in line with Langdon policy.
- To inform the Line Manager of any service deficiencies, omissions or errors in a timely and appropriate manner.



- To communicate concerns relating to the safety and well-being of Members and/or Colleagues to the Line Manager in a timely and appropriate manner.
- To maintain the standards set by the Care Act 2014 for social care workers and employers.
- To undertake any other tasks deemed relevant to the job purpose as directed by and agreed with the Line Manager.

Communications

- To proactively liaise with Parents, outside agencies, medical & health care professionals, social workers etc. when required.

Key Values

In addition to undertaking the duties as outlined above, the post holder will be expected to adhere to the following:

Equality & Diversity

To act in accordance with the Organisations Equality & Diversity Policy, which is designed to prevent discrimination of any kind.

Health & Safety

Ensure that all duties are carried out in line with the Organisation's Health & Safety Policy.

Risk Management

Responsible for reporting complaints, incidents and near misses through the appropriate reporting procedures.

Responsibility for attending health & safety training as required.

Responsibility for assisting with risk assessments.

Note

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks. Langdon reserves the right to alter the content of this job description to reflect the changing needs of the organisation, but is a correct reflection of the main duties of the post at the time of writing.



Acceptance

I agree to undertake the duties of the job in accordance with the above.

SIGNED:

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[Post Holder]

NAME:

.....

[Print]

DATE:

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SIGNED:

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[Line Manager]

NAME:

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[Print]

DATE:

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This document is to be signed and returned to the HR Department on your appointment and/or at the review point for Langdon Job Descriptions. The signed copy will be retained on your Personnel File.



Support Worker Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	Educated to GCSE Level with a pass in English & Maths	Level 2 qualified in Health & Social Care or equivalent or commit to achieving the required QCF level.
Experience	<ul style="list-style-type: none"> • Experience of caring for people either paid or voluntary. • Previous experience of undertaking good care practice and acceptable risk taking. 	Experience of working with adults with learning disabilities, physical disabilities or mental health
Communication & People Skills	<ul style="list-style-type: none"> • Ability to communicate effectively both verbally and written with colleagues Members, parents/families and other professionals. • Ability to show empathy and understanding towards our Members. • Ability to understand and respond appropriately to challenging behaviour. 	
Organisational Skills	Ability to work well under pressure.	
Specialist Skills	<ul style="list-style-type: none"> • Ability and willingness to provide personal care including intimate care and to undertake manual handling. • Ability and willingness to contribute to the support plan and participate in specific educational, employment and recreational activities to ensure the individual needs of the people we support are fully met. 	



	ESSENTIAL	DESIRABLE
Other	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying Langdon's Equality & Diversity and Health & Safety Policies. • Ability to work flexibly including unsocial hours, weekends and bank holidays according to the needs of our Members. 	

