

|  |  |
| --- | --- |
| JOB TITLE: | Support Worker |
| REPORTS TO: | House Team Leader |
| ACCOUNTABLE TO: | House Residential Manager |
| RESPONSIBLE FOR: | No management responsibility |
| HOURS: | 37.5 hours (or insert part time hours) |
| SALARY: | £24,860.25 - £26,622.00 dependant on qualifications. Plus enhanced pay for weekends and overtime |
| LOCATION: | Warford |

**Job Purpose:**

In your role as a residential support worker, you will support residents through the provision of activities, supporting daily living skills, assisting with personal care, enabling choice and personalisation within care plans and maintaining a homely and safe living environment. Our values will be fundamental to how you operate in your role.

You will actively participate in mandatory training and wider developmental opportunities as required by David Lewis to ensure there is an understanding of the health conditions that the people we support face, the daily impact this has on them and your role in supporting them.

You also have a responsibility to be a great colleague and team worker; delivered through highly effective communication and encouraging each other to become a high performing team.

**Specific Responsibilities:**

**Person Centred Support**

1. Provide care that is safe, evidence based and supported by policies and procedures that guide your practice.
2. Contribute to person centred care plans for the residents you support.
3. To deliver support that shows respect for the individual you are supporting and their own personal needs and wishes.
4. Administer medication or treatment plans in line with agreed procedures and within your scope of competence.
5. Support residents to meet their personal goals and ambitions with a focus on encouraging independence and / or providing reduced support.
6. To evidence delivery of progression in line with personalised targets.
7. Follow all care and treatment plans as determined appropriate for the resident to ensure safe and effective care.
8. Ensure all record keeping is accurate, timely and factual.
9. Escalate any issues regarding a care plan that doesn’t appear to be meeting need or personal goals to your team leader.
10. Use appropriate communication aids to support choice for residents in how they spend their time.
11. Obtain feedback from those we support and their extended family to ensure we continue to meet need, make adjustments to care plans and co-produce solutions.
12. Ensure the health and safety of our residents through effective risk management processes
13. Ensure the environment is clean, safe and homely in accordance with resident’s needs and wants.
14. Support with nutrition and hydration, including meal preparation and assistance eating and drinking as required

**Model of Care:**

1. Embed our values into your daily activities to support the residents.
2. Support your resident to make a choice from a range of opportunities to provide structure to the day / shift.
3. Ensure your practice supports our ambition to operate least restrictive practice and that sufficiently prioritises prevention over intervention.
4. Utilise the principles of trauma informed care to determine appropriate care plans and interventions.
5. To be an active member of a multi-disciplinary team, working effectively alongside other professionals who support our residents.
6. Take every opportunity to explore options for activities and engagement in the wider community, whilst respecting choice for the resident.
7. Be an active positive participant in audits against the CQC domains to ensure we continually explore ways to improve our model of care.
8. When things go wrong, take part in the review of what caused the incident and what steps could be taken to avoid a recurrence.
9. Share learning from incidents and successes at handover.
10. Ensure all risks to residents or colleagues are reported and escalated appropriately.

**Inclusive Approach:**

1. Ensure any reasonable adjustments are made to enable person centred communication, involvement in activities and access to the wider community.
2. Explore all opportunities to ensure individual needs are met, avoiding a collective response to activities at a house level.
3. Prioritise activities and opportunities for life skills development that are off site in order to encourage wider community engagement.
4. Supported by your team leader, review plans for the resident taking into account their wishes and aspirations, the wishes of their extended family members, the professional view of best interest discussions and those who commission our services.

**Progression:**

1. Ensure all staff involved in the support of any resident are aware of their personal goals and ambitions.
2. Provide evidence through robust record keeping and photographic evidence of progress towards achievement of their personal goals.
3. Celebrate success of individual resident’s goals across the wider team.
4. Identify further progress when goals are met to embed continual development and improvement.

**Expectations of all staff employed across David Lewis**

**Safeguarding**

Safeguarding those who we support across our services is of paramount importance to David Lewis. All of our staff have a responsibility to report to our safeguarding team, any incident that causes them concern. Concerns that meet the threshold will be referred onto Cheshire East safeguarding team and where required, the Care Quality Commission (CQC). If you see it, and it doesn’t feel right, report it.

**Freedom to Speak Up / Whistleblowing**

If you have any concerns relating to the running of the organisation, please speak up internally so that we can investigate and make improvements. You will suffer no detriment as a result of raising a concern.

**Equality, Diversity and Inclusion**

David Lewis is committed to ensuring equality of opportunity, experience and outcomes for all those we support and our colleagues. In your role, you may identify or be asked to implement reasonable adjustments for someone we support or a colleague. If you feel sufficient measures have not been put in place to achieve inclusion please report this to your team leader or manager.

**Data Protection**

As an employee of David Lewis you may have access to confidential information in relation to those we support and information relating to colleagues.

The charity provides training on the use of personal identifiable information and you must ensure you follow the policies and procedures of the charity for the sharing of confidential / personal identifiable information. Any breach in the sharing of confidential information, even if accidental, must be reported to your manager.

**Disclosure and Barring Service (DBS) Checks**:

This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. The level of check which will apply shall be an “Enhanced” level check. Information about this disclosure can be found at [www.gov.uk.](http://www.gov.uk/)

To prevent abuse and implement good practice David Lewis ensures that recruitment practices are robust and rigorous and that all staff employed have up to date and acceptable references, a full and complete employment history, an Enhanced DBS check and a check of the DBS barred lists.