

JOB DESCRIPTION

Job information as shown on organisation chart

Job Title: Support Worker	Post No:	Hoople Band: A
Service: Hoople Care	Section: Southbank and Ridgemoor	Location: Southbank and Ridgemoor

Organisational information:

Responsible to: Registered/Deputy Manager

Dimensions:

Key relationships/Functional links with:

Internal:

Staff and managers

External:

Service users

Main Purpose of Job:

To work as part of a team to enable the people we support to lead the lives they choose.

To provide personalised care that encourages and enables choice and control and develops and maintains independence.

To carry out duties in line with individual person centred support plans to achieve individual outcomes.

Main Responsibilities / Accountabilities

Provide Personal Support

Enable and support people with cooking, shopping and cleaning.

Enable and support people with their personal care and hygiene in line with their support plans.

Access appropriate medical care and therapies and help people make their own decisions about their health.

Administer medication in line with the rules and individual support plans.

Attend to and report medical emergencies immediately.

Promote Independence

Support people in making their own decisions, promoting choice and independence to:

Plan and enable people to access leisure or educational activities, work opportunities, and appointments.

Accompany people on their holidays.

Enable people to manage and understand their own finances and property in line with Hoople policies and procedures.

Contribute ideas and support in developing activities and services to meet individual needs, including their cultural and religious needs.

Contribute to support planning and assessment review meetings.

Work flexibly to the times which meet individual needs.

Empower the people we support

Help people express their choices and opinions: on their person-centred support plans; how their care is delivered; what activities they get involved in within their home and in the community; in their lifestyle choices.

Empower and support people to express their own views, wishes and needs.

Develop and maintain contact with friends and family in wider communities.

Safety, training and team working

Ensure people have person-centred plans which are reviewed regularly to reflect their individual needs.

Follow risk assessments, policies and procedures, seeking advice from line managers whenever uncertainty arises.

Exercise your duty of care to safeguard the health safety and welfare of the people we support at all times. Report immediately any concerns you have for people's safety or well-being.

Take on tasks as a key worker or in a key working team to fully understand a person's needs and to ensure other team members learn through your knowledge.

Develop your learning through training and reflective practice.

To promote and comply with Infection Control and prevention measures, reporting and concerns to health for self, people supported, team or members of the public

Keep written records

Maintain accurate and up-to-date records, including files, reports, risk assessments, person-centred plans, handover notes and other written documents that are clear and understandable.

Maintain confidentiality of records and information relating to the people we support.

The people you will support would like you to:

Support me with the parts of my life I need support with and help fulfil my needs.

Respect me and my choices and treat me as an individual.

They would like support with some of these things:

Do the things I want to do.

Have a good time.

Travel when I need to go somewhere.

Do new things when I want to do them.

Go out and about, including on holidays.

Look after my money and buy the things I want.

Make choices.

Plan and organise.

Keep my things the way I want them to be.

Keep in touch with people important to me.

Cook and support me with my meals.

Help with my personal care, for example, going to the toilet, getting dressed, and washing.

Help with my health, tablets and appointments.

Write important things down.

Follow the rules that keep everyone safe.

Be able to work on your own and as part of a team.

Have training to help me live the life I want. Keep learning about me and my needs.	
Other information: Enhanced DBS check required	

Manager Signature:		Date:	
Manager Name:		Job title:	

Date Job Description last reviewed:

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