

KINGDOM SUPPORT & CARE CIC

JOB DESCRIPTION

JOB TITLE:	Support Worker
JOB GRADE:	There are 2 salary points, depending on whether you have a relevant qualification as determined by the Scottish Social Services Council: * Unqualified salary point 9, salary £21,769 pro rata, which is equivalent to £10.73 per hour * Qualified salary point 10, £22,313 pro rata, which is equivalent to £11.00 per hour
ACCOUNTABLE TO:	Coordinator / Support & Care Manager or such other senior staff who may be appointed.

Overall Aim of the Job

To provide direct support and care to supported individuals, in accordance with our aims, objectives, ethos and mission statement. To work effectively as part of a team with supported individuals promoting social inclusion, maximum independence and choice in their lives. To recognise and encourage the right of supported individuals to be consulted about all areas of their life and to assist them to make informed choices and decisions. To work in a professional manner, meeting National Care Standards, setting appropriate boundaries and treating work as confidential.

Main Tasks or Activities of the Job

Housing Support to assist supported individuals maintain their tenancy

1. Develop an open and sensitive communication with supported individuals, family/friends and other professionals, providing relevant communication support, where appropriate.
2. Assist supported individuals to develop life skills, ie housework tasks, food and personal shopping and meal preparation.
3. Assist supported individual's access social activities, leisure, educational and work opportunities.
4. Assist with budgeting, benefit applications and the payment of rent and bills.
5. Assist in maintaining the safety and security of the supported individual's home.

6. Assist in making appointments with health professionals, social work and other agencies.
7. Support individuals to manage medication.

Personal Care (where required)

8. Assist supported individuals with personal care, for example bathing, dressing, eating and drinking.
9. Accompany supported individuals to social and employment activities. 10. It is expected these tasks will be undertaken in a manner which ensures that the supported individual's dignity and respect is maintained.

Administration

11. Assist in the maintenance of accurate, factual and up-to-date records and where instructed, any other administration tasks.
12. Participate in the ongoing delivery of support to supported individuals, reporting any changes or concerns to senior staff.

Legislation / Organisational Policies

13. Work in accordance with our policy procedures, employee conduct policy, code of practice, guidelines, objectives, ethos and philosophy.
14. Assist in ensuring that the staff base and common facility meet the requirements of Health and Safety and are kept to a high standard of decoration and cleanliness for supported individuals use, where appropriate.

Promote Social Inclusion

15. Assist in the planning and organising of social and leisure activities for supported individuals, where appropriate.
16. Assist supported individuals to develop natural friendships and networks with the local community.

Other

17. Any other duties which may be required from time to time by the Coordinator / Senior Support Worker or such other senior staff member who may be appointed.

Demands of the Job

In a number of our services we support individuals with autism and challenging behaviour. You will be required to undertake a 3 day training programme called Crisis, Aggression, Limitation and Management – CALM. This training is designed to teach staff about managing the Challenging Behaviours of a supported individual in order to reduce the risk

of harm and train staff in the skills necessary to de-escalate challenging behaviour. The training will also cover physical intervention / restraint systems in order to protect the supported individual and / or others from harm. Staff will need to complete an assessment of their physical health to be able to undertake and meet the physical demands of this training.

Staff will be deployed to provide 1:1 support at all times and 2:1 support at key times for access to community, activities and at times when supported individuals display challenging behaviour.

Fife Services Only

Your work will predominately be on a one-to-one basis with supported individuals.

Moving and Handling training will be provided for staff to assist them in developing skills to follow correct Health and Safety procedures

Specialist Moving and Handling training will be provided for staff to help them develop the knowledge and necessary skills to provide specific assistance and support to supported individuals.

Applicable to all Services

You will be guaranteed a minimum number of hours per month. You will be expected to be flexible and to work additional hours on a regular basis to cover any sickness or annual leave of staff. Where possible, notice will be given, however, there may be occasions where you are requested to work additional hours in emergency.

Other Features of the Job

The hours of work are as per detailed in the contract of employment, worked in accordance with the needs of the needs of the Support & Care Service.

Shift working, sleepovers and waking night shifts will be required to meet the needs of the individual services, and split-shift working duties may be required.

It is expected that all staff will participate in the overall development of the service, providing a flexible and responsive approach in meeting the needs of the supported individuals.

In most services there is a requirement for staff to be able to drive, either to drive supported individuals cars as part of their support, or to use own vehicle to drive to a service users home to provide support.

It is likely that the duties listed may need to be varied to suit the changing requirements of the Support and Care Service.

Kingdom gives every encouragement to members of staff to undertake training for approved courses, including financial assistance where appropriate and the Support & Care Service is committed to SVQ training for all staff.

Job Location

You will be required to deliver support and care services in a geographical area and will have access to an administrative base within that area. Therefore, you will be required to work and operate at any of our Support & Care Services to meet the needs of the Service. We reserve the right to either temporarily or permanently move you to another location.