FocusAbility – Support and Care Services Ltd.

**SUPPORT WORKER – JOB DESCRIPTION**

**INTRODUCTION**

The FocusAbility - Support and Care Services Ltd. provides care and support to individuals or families in their own homes where for whatever reason, they are prevented from undertaking various activities/tasks themselves. The aim is to support independence of the Individual Person in the community. The Service operates 24 hours a day, 365 days a year and we are a flexible and inclusive service.

**POST OBJECTIVES**

To provide care and support, including normal household tasks to individuals or families where for whatever reason they are unable to undertake these responsibilities independently themselves. The aim being to assist the Individual Person to remain independent in the community for as long as possible.

To visit Individuals/families who are experiencing difficulties because of a variety of disabilities, whether this be due to Learning or physical disability, old age, mental disability or illness. There will be occasions when this will involve Support Workers being able to use initiative and act in an appropriate manner during emergencies.

Safeguarding: Everyone working in Social Care is required to act to safeguard Children and Vulnerable Adults. All staff are required to act to ‘Alert’ their Manager and/or Registered Care Manager about any incident or situation where they are or become concerned about actual or potential abuse. The procedures and processes of Alerting are detailed in the Staff Handbook and adhere to Lincolnshire Safeguarding Children Board Child Protection Procedures and Lincolnshire Multi-Agency Safeguarding Adults Policy (LCC 2012).

**DUTIES AND RESPONSIBILITIES**

1. To use own initiative, and ability to think on your feet.

2. To be sensitive to user needs when accompanying them to travel to a variety of appointments.

3. To carry out personal and caring tasks as per personal support plan and maintaining dignity.

4. To encourage and motivate Individuals/families to maintain their independence and develop their skills and abilities.

5. To be aware of and get to know clients well enough to be able to report to the Registered Manager on any significant change the condition of the Individual/family in the Individual behaviour needs or circumstances.

6. To establish a professional working relationship with the Individual/family by giving support to those under stress, having regard to the social needs in the context of the Cultural identity of Individual/family e.g. Combat loneliness and support the Individual to improve the quality of their life and whenever possible help to broaden experiences.

7. To have a responsible and safe attitude towards encouraging the individual/family to use special equipment provided and to assist/monitor the use of the equipment. Reporting any difficulties or changes the individual has with use to the Registered Care Manager.

8. To assist the individual or family to contact a Doctor, Emergency Services or make appointments when appropriate.

9. To adhere to Company Policies and Procedures and Duty of Care in relation to the administration of medication. To complete all documentation accurately to record all support with medication.

10. To prepare and cook meals in the Individual/family home or support Individual to prepare/cook meals as specified within personal support plan, whilst promoting individual choice.

11. To assist with, whilst maximising involvement, the budgeting of household accounts, collect pensions, shopping and pay bills and record such transactions accurately to comply with legal requirements and within FocusAbility Policy and Procedures.

12. To use integrity and be aware of confidentiality when helping to write/read letters and explain the content to Individual/family if required by Individual/family and in personal support plan.

13. To occasionally assist in the cleaning of an exceptionally dirty home when required within limitations as agreed with all relevant parties.

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14. To undertake or support Individuals/family to undertake domestic tasks in a way that promotes independence and maintain their home in a respectful manner as agreed and outlined in their personal support plan.

15. To complete all administrative documents professionally and accurately.

16. To attend meetings and report if necessary on the condition of Individuals/family with integrity and respect.

N.B This job description gives a statement of the general purpose of the job and provides an outline on the duties and responsibilities involved. It is not intended to be comprehensive and it does not constitute a contract of employment.

To attend Supervision Sessions as outlined in Contract of Employment. Supervisions may be individual or group.

To attend and complete development and staff training courses/events as agreed with line Management. To fulfil Skill Sector Mandatory Training Requirements in line with FocusAbility Policies and Procedures.

**OPERATIONAL RELATIONSHIP**

The Home Care Support Worker will be accountable to the Registered Care Manager and will be expected to carry out instructions to visit any Individual/family for whom support is considered necessary.

**Essential:**

Demonstrate Commitment to High Quality Care

Demonstrate Flexibility to be available to work within a service that operates 365 days a year across 24 hours a day

Demonstrate Commitment to Safeguarding Vulnerable Adults/Adults at Risk

Demonstrate Sound and Inclusive Values

Demonstrate Anti-discriminatory Practice

Evidence Experience of Providing Support and Care

Demonstrate Appreciation of needs of Vulnerable People

Demonstrate Willingness to undertake Training and Learning and Development Opportunities

Evidence Ability to Travel Effectively – Motor Vehicle Licence and Access to vehicle with appropriate level of Insurance

Evidence Good General level of Education

Evidence Competent use of English, written and verbal

Evidence Competent use of numbers, particularly arithmetic

**Desirable:**

Evidence: Knowledge of Adult Safeguarding

Evidence: Recent attendance at Mandatory Training

Evidence: Level 2 or above qualification in Health & Social Care

Evidence: Previous employment as a Care worker or Support Worker

Demonstrate ability to support ‘to do’ rather than to ‘do to’

**FocusAbility Offers:**

Learning & Development Opportunities

Support into the role, working as part of a friendly supportive and inclusive team

Quality Assurance

Good Terms and Conditions

Starting Salary Currently £ 8.30 per hour

Mileage between calls

**CONDITIONS OF APPOINTMENT**

1. Payment of wages is by credit transfer through Barclays Bank on a 4 week pay cycle.

2. The post holder will be required to give four weeks’ notice in writing of his/her intention to terminate his/her employment.

3. The appointment may be subject to the satisfactory completion of a six months probationary period.

4. Holiday entitlement will be the statutory entitlement.

5. The company aims to be an Equal Opportunities Employer and welcomes applications, irrespective of Race, sex, marital status, disability, religion, age, sexual orientation or political belief.

**NOTES**

1. Please note that receipt of your completed application form will not be acknowledged
2. If you are not invited for interview within 30 days of the closing date for receipt of applications you may presume that you have been unsuccessful and the post has been filled.
3. Please do not enclose testimonials or references, as these will not be returned