

Person Specification—Support Worker (Full or Part Time)

- 1 A minimum of **one years** experience working with vulnerable adults and those with **challenging behaviours and Autism**.
- 2 Experience of developing and working with care plans and support plans
- 3 Knowledge of the principles and practice of Equal Opportunities, Anti-Discriminatory Practice and a commitment to promoting the acceptance of diversity.
- 4 A knowledge of the principles of working with service users from a range of ethnic backgrounds.
- 5 An understanding of the needs of people with learning disabilities (such as physical, psychological, emotional) and the challenges they face.
- 6 The ability to work effectively within a team and to work alone, prioritising work and managing a caseload.
- 7 The ability to work flexibly, including evenings, weekends and sleep-in's in accordance with the needs of our Service Users and the demands of our contractual obligations.
- 8 Proven skills in communicating with a wide range of people using different methods of communication, having a non-patronising approach to service users.
- 9 The ability to work in an empowering way, supporting service users to work towards achieving maximum independence.
- 10 The ability to cope in a fast paced environment, adapting well to change and the need to be flexible to the demands of a busy service.

Salary

Starting Salary £19,552.00 plus sleep-in payments

40 hours per week, fully flexible

Part-time posts Pro rata

Inclusive of Inner London Weighting.

Job Description

- 1 To provide support, advice and care for people with learning disabilities in accordance with each person's Support Plan or Work Plan and Comprehensive Risk Assessment
- 2 To assist in the implementation and development of a care planning and Keyworker system and ensure that the service users' needs are recognised and met with sensitivity and in a respectful and responsible manner.
- 3 To advocate for the rights of the people you support
- 4 To establish and maintain relationships with service users, their friends, families, other agencies, service providers and purchasers.
- 5 To ensure that service users have maximum opportunities to participate in day-to-day social and domestic activities, to develop their confidence and independence.
- 6 To provide information and support enabling service users to make informed choices where possible and to raise issues appropriately and sensitively when Mental Capacity may be questioned.
- 7 To prepare, plan, promote and facilitate individual and group activities.
- 8 To promote and facilitate service users' having a healthy, balanced diet where possible and appropriate.
- 9 Where required, to sensitively assist service users with personal care.
- 10 To report any fault/situation that could adversely affect the service users' safety or wellbeing to the Service Manager or On Call Manager and to take appropriate action actions according to training and induction received.
- 11 To support service users to arrange and attend health appointments where necessary and to provide support with prescriptions and medication as set out in the person's Support Plan or Work Plan and Comprehensive Risk Assessment.

Record Keeping and Administration

- 1 To maintain accurate and records about service users and your work i.e. to write reports and keep records of service delivered to each person.
- 2 To work within local financial policies and procedures.
- 3 To contribute to the review and implementation of organisational and individual Comprehensive Risk Assessments.

- 5 To complete necessary Health and Safety and Quality Assurance documentation, for example, incident, accident, complaint forms etc
- 6 To accurately complete and submit all payroll documentation according to organisational procedures.
- 7 To communicate and liaise both verbally and in writing with a wide range of people and agencies.

Other Duties

- 1 To maintain a professional and positive approach and to be accountable for his work and that of the agency at all times.
- 2 To work as part of a team and attend all relevant meetings as required.
- 3 To take part in training events as required or negotiated, and remain abreast of current needs, practices and developments within the field of services to adults with learning difficulties.
- 4 To participate in regular supervision.
- 5 To carry out other duties and tasks that may arise from time-to-time to meet the needs of the service user and organisation as a whole.
- 6 To be committed to implement and promote Lambeth Elfrida Rathbone Society's Equality and Diversity Policy in carrying out all duties.
- 7 To take on any other duties that may become necessary to develop service users self awareness and positive self image.
- 8 To facilitate and maintain a high level of health and safety standards in all areas of service delivery in accordance with statutory regulations.
- 9 To at all times work within statutory guidelines and standards as set out by the Care Quality Commission
- 10 To support service users and their families to follow the Complaints Procedure when required.



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