

Job Description: Support Worker, Sudley Road

Project: Sudley Road

Location: Sudley Road, Bognor Regis

Directly responsible to: Project Manager, Deputy Manager

Overall responsible to: Deputy CEO, The Aldingbourne Trust

**General Purpose:**

The holders of this key post within the Aldingbourne Trust are responsible for enabling our tenants to live the lives they choose safely, while developing their own independence.

You are expected to meet the requirements of the Care Standards Act and Regulations, ensuring your work meets the standards set out by the Care Quality Commission and other legal requirements including the West Sussex Safeguarding and Medication policies.

You will work as part of a team with staff and the people we support to ensure that the emotional, social, medical and material needs of people are recognised, assessed and met.

**Duties and Responsibilities:**

* Supporting people to become as independent as possible. Demonstrating genuine respect for people with learning disabilities, keeping people, places & items safe, using risks as opportunities
* Treat each individual with dignity and respect, ensuring their confidentiality is maintained.
* Assist people in their daily routines such as cooking, shopping, housework etc
* Work in partnership with each person to offer support and assistance with their personal plans and choices.
* Encourage people to be involved in making decisions and giving feedback about the services they receive.
* Take responsibility for accurate and timely record keeping and administration
* Ensure support plans are comprehensive and up to date.
* Give people help and advice to manage their budgets, pay bills and spend their own money.
* Assist and support people with personal care, which can range from prompting to physical assistance (e.g. bathing, hair washing, shaving and where appropriate incontinence). People may need support with stoma care, cream application and support with diabetes.
* Assist and support people with their health and medication needs for instance by prompting or administering medication or assisting tenants to attend routine appointments (e.g. chiropodist, dentist, GP).
* Work as part of the rota and carrying out sleep-ins as required.
* Effectively participate in staff meetings, training courses and seminars.
* Meet the Common Induction Standards within your first three months of employment, then ensure compliance training (Health & Safety, Infection Control, Fire, Health & Safety and Medication) is kept up to date.
* Listening, respecting other viewpoints. Maintaining confidentiality
* Self awareness - mutually supportive relationships, dealing with stress, taking holidays, not building up lieu time, asking for advice and/or support
* Good time keeping, attendance & reliability. Sharing information & your views, suggestions/ concerns. Communication & paperwork up to date & accurate, courteous, accurate & concise
* Being a role model - you aren't expected to be perfect, but you are expected to act with integrity within and outside the Trust
* Understanding & actively supporting the Trust's values, aims & policies through your own actions

Person Specification:

* Embrace person centred approaches and achieve positive outcomes.
* Ensuring people with learning disabilities understand their rights and responsibilities and are supported to undertake an active role in making decisions about their support.
* Provide support in accordance with agreed plans & Trust policies & values

**Essential:**

* The ability to communicate clearly.
* Listening skills.
* Administrative/organisational skills.
* Team player.
* Able to use own initiative.
* Minimum Age 18.
* IT skills.

**Desirable:**

* Experience of supporting people who have a learning disability.
* Experience in using Microsoft Teams
* Driver – full manual driving license.

**Other:**

* This post is a regulated activity. As the post holder, you will be expected to undertake a DBS check, at enhanced level and against the Adult Barring List. Regulated activity (adults) as defined by the Safeguarding Vulnerable Adults Groups Act 2006 from 10th September 2012, for the purposes of this post are: providing personal care, assistance with general household matters, conveying people.  We have assessed this post and are satisfied that it is reasonable and likely that the post holder will be required to engage in any or all of these regulated activities.

**Key Terms and Conditions:**

* Salary
* Hours of work
* Pension: The Aldingbourne Trust offers a contributory pension scheme to qualifying staff.
* Annual leave: 25 days in each year, pro rata for part time staff. 1 extra day per annum after 5 years of service, up to a maximum of 5 extra days after 10 years.
* Sick leave: After the first month’s service, 2 weeks at full pay in a rolling 12-month period (pro rata if Part Time)
* Emergency family care/ career’s leave: Up to 6 days per annum (pro rata if Part Time)

**Employee Benefits:**

* Life Assurance: 2 x your annual salary
* Employee Assistance Programme
* Bicycle voucher scheme
* Eye care vouchers
* Discounted gym membership
* 10% in ACC shop, ACC café, Horticulture, Make and Make Café.
* Flu Vaccinations
* £200 refer a friend scheme (payable when the new person starts)