

Job Description Job Title Support Worker

Responsible to Manager

Purpose

To work individually and as part of a team, supporting the Manager to ensure the smooth running of the service and to ensure that Young People are provided with a safe, caring and stable environment. The post holder will support Young People in reaching their full potential by empowering them to fulfil their personal, social, educational & emotional needs, by providing a high standard of personalised support, while respecting the dignity, independence and individuality of each person,

Key Responsibilities Business

- Support the Manager to maintain accurate financial and administrative records in relation to petty cash and Young People's finances. To be aware of the financial budget of the service and support the Manager to achieve targets

Customer

- To ensure the health, safety and welfare of all Young People are monitored and maintained whilst ensuring they have opportunities to take planned risks
- To take a pro-active and innovative approach to supporting Young People, maximising their potential by enabling them to engage in meaningful activities and opportunities. To enable them to lead a valued and fulfilling life and to maximise their potential; physically, intellectually, emotionally, socially and culturally
- To help service user's to attain and maintain good standards of hygiene and personal care, providing assistance as appropriate
- To support the Manager to assess, plan, implement, monitor and evaluate individuals' placements and take appropriate action in response to changing need
- To contribute to the on-going assessment, planning and implementation of behavioural guidelines and skills learning programmes
- To be aware of, and work towards, meeting and evidencing agreed packages of support
- To be a Senior Support Worker to designated Young People
- for recording, planning and evaluating support plans and risk assessments
- To assist in ensuring Young People are supported to go on an annual holiday **Quality**

Processes

- Contribute to the provision of good practice and ensure an excellent service is provided to the people we support
- To promote person centred approaches to support
- Ensure Young People have opportunities to be actively involved in the community
- Organise and participate with Young People, in a range of leisure and social activities
- When necessary transport Young People, either by company vehicle or public transport

- Represent the values of Consensus in dealings with external agencies and individuals
- Support the Manager to ensure the service complies with legal and regulatory requirements
- Promote and adhere to good practice in Health & Safety within the home with regard to Young People, visitors, colleagues and others
- Communicate appropriately with Young People, taking into account their communication needs
- To work as part of a staff team in a constructive and supportive manner and attend regular staff meetings
- To work within a flexible rota system adapted to meet the needs of individuals living in the service
- To contribute to the overall cleanliness of the service, and involve the Young People as appropriate.
- To accurately maintain all records as required by the Manager
- To have a working knowledge of, and adhere to, all Policies, Procedures and guidelines

Learning and growth

- With support from the Manager, identify and attend appropriate coaching, training and development opportunities, including mandatory training, with regard to your own professional development

Key Result Areas:

To contribute and support the Manager:

Business

- To effectively manage financial performance, ensuring financial resources are

appropriately managed & controlled

Customer

- To promote quality assurance, working towards legal, statutory and organisational obligations, to develop effective work strategies and processes, to ensure that the business is run in an efficient and responsible manner, balancing the maximisation of profitability with the ethos of excellent quality

Quality Processes

- To balance the level of acceptable risk against the need to protect the health, safety and welfare of all concerned in all decision making. With the aim of enabling the Young People to lead a valued, fulfilling life and to maximise their independence to enable them to achieve their full potential Learning and Growth
- To actively engage in learning and development opportunities, ensuring that the training compliance levels are met and maintained

This job description is not an exhaustive list of duties, but a guideline to indicate the main areas of responsibility, and is subject to periodical review to meet operational needs, and following consultation with the job holder.