

1. JOB PROFILE

Post	Support Worker [Adults with Learning Difficulties]
Term of post	Care Bank
Salary	£8.25
Hours	Casual
Accountable to	Care Service Manager [Adults with Learning Difficulties]
Line Manager	Senior Support Worker

2. THE PURPOSE OF THE POST

- To work as a member of the Domiciliary Support Team
- To work within the tenant's own home, providing a service for the tenant with a learning disability
- To provide support in a manner which will always encompass the following essential features:
 - respect for the tenant as an individual
 - maintenance of awareness and respect of the fact that workplace is the tenant's own home
 - the opportunity to help and support the tenant to enhance their skills appropriate to their lifestyle and ability
 - provision of practical support to each tenant
 - assistance for the tenant in making choices and decisions
- To work within the mission, values and principles of practice of Catholic Care and uphold the ethos of the organisation.

3. RESPONSIBILITIES

The principal responsibilities of the person performing this job are as follows:

To provide help, guidance and support as identified in the individual's Person Centred Plan (PCP). This will require you:

- a) To adhere to Catholic Care Policies and Procedures at all times.
- b) If appropriate, to participate as part of the tenant's domiciliary support team, in planning, organising and reviewing the individual's PCP.
- c) To offer appropriate support, as identified, to ensure that the person maintains and complies with their tenancy agreement.
- d) To ensure that only appropriate records are kept and maintained at all times.
- e) To assist the person to maintain their health.
- f) To assist tenants when appropriate with household duties/tasks e.g. laundering their clothes and household linen, maintaining a clean home, purchasing food, household and cleaning items, furnishings and personal items etc.
- g) To ensure that all finances are dealt with in accordance with Catholic Care guidelines.
- h) Where appropriate, to support the promotion of relationships which enable the person to be involved in the life of the community.
- i) To ensure that the appropriate Health & Safety guidelines are followed at all times.

- j) To uphold the rights of individuals and work in their interests to support them towards reaching their full potential
- k) To undertake sleep in duties as required.
- l) To contact the 'on call' manager in the event that managerial advice is essential to deal with an immediate situation or crisis.
- m) To assist tenants in recognising their personal care needs.
- n) To dispense medication in accordance with the agreed procedures.
- o) To undertake training as and when requested
- p) To provide the individual with support, guidance and help, that is commensurate with the general level of responsibility of the post.

4. ADDITIONAL DUTIES

It is the nature of the work of Catholic Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

5. CONFIDENTIALITY

It is expected that all Catholic Care employees will understand that our work is confidential and that personal details must not be divulged to members of the public. This obligation will continue indefinitely even after termination of employment. All approaches by the media or other third parties must be referred, unanswered, to the line manager.

6. VALUES AND PRACTICE PRINCIPLES

The person who holds this position is expected to be familiar with and have regard to the Values of Catholic Care and work within that framework. He or she must be prepared to operate within the ethos of the agency and ensure that people of all denominations and faiths have their spiritual needs respected.

7. QUALIFICATIONS AND EXPERIENCE:

The person appointed to this position will satisfy the criteria identified in the Person Specification.

Catholic Care is committed to safeguarding and promoting the welfare of children and adults at risk and therefore all prospective employees are subject to DBS checks in line with government legislation.