



JOB DESCRIPTION

<u>LOCATION:</u>	Milton and Chesterton, Cambridge
<u>TITLE:</u>	Support Worker
<u>REPORTS TO:</u>	Assistant Service Manager
<u>ACCOUNTABLE TO:</u>	Service Manager
<u>SUPERVISES:</u>	Domestic Staff, Volunteers, and Students.

THE MAIN PURPOSE OF THE JOB:

To provide care support to people with learning and physical disabilities. A holistic approach is taken to the care of the service users in all aspects of their daily lives. The post holder will need to value the importance of service users' personal choice and decision making in their lives, help service users to realise their full potential and promote self reliance and independence.

All staff work within the framework of the National Care Standards Act 2000, alongside the philosophy of Cambridgeshire Mencap.

SERVICE USER SUPPORT:

The post holder will be required to:-

1. Ensure that the highest standard of care support is provided to the service users.
2. Give direct personal care to service users respecting their privacy and dignity.
3. Ensure that service users are introduced to and encouraged to participate in stimulating and creative activities, using community facilities wherever possible. This may include participation in service users' holidays.
4. Be responsible for the administering of medication.
5. Be responsible for providing nutritious and well-balanced meals in accordance with service users' preferences.
6. To act as keyworker to an individual service user.

This would include:-

- a) Assessing service user's needs and wants.
- b) Coordinating reviews, assessments, care plans and goals with key service user.
- c) Liaising with parents, Day Centres and other agencies promoting effective communication with all people involved in the service user's life.
- d) Presenting verbal and written reports when required at staff meeting and reviews.



- e) Being responsible for service user's personal monies.
- f) Advocating on behalf of the service user

The post holder will be expected to understand and observe Cambridgeshire Mencap's policy that all matters concerning individual service users are dealt with in a strictly confidential manner at all times.

STAFF MANAGEMENT:

The post holder will be required to:-

1. Attend and participate in staff meetings.
2. Work on a rota basis a mixed pattern of shifts on weekdays and weekends in keeping with meeting service users' needs.
3. Participate in staff supervision sessions conducted by their Line Manager.

ADMINISTRATION

1. To operate the petty cash system.
2. To ensure all records are well maintained and up-to-date.
3. To ensure the home, garden and vehicle are in good order and report all repairs and health and safety hazards.

Note: This is a description of the job as it is at present constituted. It is the practice of this Company to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. It is the Company's aim to reach agreement on reasonable changes, but if agreement is not possible the Company reserves the right to insist on changes to the job description after consultation with the post holder.



PERSON SPECIFICATION

Post: Support Worker

	<i>Essential Criteria</i>	Desirable Criteria	How and When Tested?
Education/qualifications	Good basic education, literate and numerate and preparedness to undertake further relevant training.	A recognised qualification in care e.g. NVQ2	Application form Certificates produced
Experience	Good team worker. Good communicator.	Experience of working with people with learning disabilities/other vulnerable people.	Application Form Interview References
Skills, ability, knowledge	Good verbal, written communication skills. Able to use own initiative.	Knowledge of needs of people with learning disabilities and ability to apply this knowledge.	Application Form Interview References
Qualities/attributes	Self-motivated and flexible. Sensitive. Enthusiastic and reliable.	Adaptable. Sense of humour.	Interview References
Other requirements	In good health. Committed to principles of Equal Opportunities. Committed to promoting independence and participation of people with learning disabilities within the local community.	Car driver. MIDAS trained. IT skills. Flexible approach to work.	Application Form References Interview