



## **JOB DESCRIPTION**

<b><u>LOCATION:</u></b>	Milton and Chesterton, Cambridge
<b><u>TITLE:</u></b>	Support Worker
<b><u>REPORTS TO:</u></b>	Assistant Service Manager
<b><u>ACCOUNTABLE TO:</u></b>	Service Manager
<b><u>SUPERVISES:</u></b>	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:** Post holders have a responsibility to comply with and promote all Cambridgeshire Mencap values and policies, including Health & Safety and Equality and Diversity.

This job description is not intended to establish a fully comprehensive list of tasks but outline the main role responsibilities.