

Rutland County Council

Job Description

Job Title:	Community Support Worker Supported Living
Grade:	£9.36 - £9.55 per hour
Department:	People
Team:	Community Support Services
Line Manager:	Community Support Services Manager

Purpose of the Job:

To support adults with learning disabilities to undertake tasks with/for the people using the service in line with their individual needs.

To use person centred approaches to enable people to make their own choices and have control over the support they receive

To promote social inclusion and contribute towards service development to meet individual and service outcomes

Key responsibilities:

- Assist individuals to adhere to their tenancy agreement and liaise with representatives from the Housing Association. Encourage individual's involvement in the day to day running of their home, and to increase independence skills
- Support the development of person centred planning, ensuring each individual's plans has meaningful and achievable goals with positive outcomes that meet aspirations as well as needs
- Actively support individuals in housing related tasks, such as cleaning, laundry, shopping menu planning, preparing and cooking meals
- Support individuals in and out of bed, dressing, undressing, personal care and showering/washing in line with personal support plans
- Ensure all personal care tasks are carried out the respect for privacy and dignity, and in line with the needs, wishes and preferences of the individual as detailed in their support plan
- Promote healthy lifestyles for individuals, liaising with other professionals and agencies as appropriate
- Undertake specific health related tasks and implement plans of support developed by members of the multi-disciplinary team following training. Administer medication



and adhere to safe moving and handling processes in line with agreed policy and individual support plans.

- Support individuals to access a range of medical appointments such as doctors, chiropodist and opticians. Implement treatment regimes as required. Support individuals admitted to hospitals.
- Contribute to the planning and supporting individuals to access a range of leisure, work and educational pursuits in line with individual wishes and person centred plans
- Contribute to the support for individuals to manage their own money on a daily basis, including shopping, household bills and personal money management
- Actively promote effective communication, including accessible information to facilitate involvement and decision making. Support to read, write and deal with correspondence
- Undertake a key worker role
- Develop positive working relationships with the family and carers, and develop their understanding of the principles of the service
- Maintain the security of the building and the safety of people receiving support, including the reporting of maintenance issues, and the organisation of repairs.
- Maintain all records in line with departmental procedures
- Respect the confidential nature of the work and protect personal information in accordance with Data Protection Legislation

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

- Qualifications** A good level of education equivalent to GCSE standard
NVQ Level 2 in Social Care, or equivalent. Must be prepared to undertake and complete this if not already attained.
- Experience** Experience of providing personal care and support in a previous role



Knowledge

Knowledge of Person Centred Planning, Health Action plans, SALT plans, End of Life plans and Communication Passports

Knowledge of Safeguarding Principles

Skills

Able to liaise with other agencies, organisations, clients and their carers

Appreciation of a multi-agency approach

Able to manage time effectively and prioritise action

Efficient interpersonal skills

Able to receive and communicate effectively both verbally and in writing

Able to record observations relevantly and accurately

Able to work with confidentiality, sensitivity and diplomacy

Able to work effectively on own as well as part of a team

Values

Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.

Current full driving licence

Motivated and committed

Tolerant and diplomatic

Adaptable and flexible

Positive attitude to disability and an understanding of the purpose of advocacy

Participate in all training activities, and ensure ongoing awareness of current instructions

Able to work flexibly on a rota basis including weekends, evenings and Bank Holidays.

