



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

<b>JOB TITLE:</b>	Support Worker – Learning Disability Services
<b>DEPARTMENT:</b>	Adult Social Care
<b>LOCATION:</b>	Countywide
<b>GRADE:</b>	East Sussex Single Status 5
<b>RESPONSIBLE TO:</b>	Senior Support Worker or Team Leader

### **Purpose of the Role:**

To encourage and enable people with learning disabilities to have control over all aspects of daily life and to provide practical support to people as required; this may include personal care, teaching people new skills, motivating and enabling people to be fully involved in their day.

### **Responsibilities at this level may include:**

1. To provide practical assistance for example in relation to personal tasks such as support when eating or helping a client to maintain a standard of personal hygiene, as well as, in some settings, domestic tasks such as meal preparation, laundry, cleaning and shopping.
2. To give personal and emotional support to promote clients' health and well being, keeping people safe from harm and protecting their possessions, as appropriate.
3. To enable people to lead full lives by providing support and assistance in leisure activities, both within services and in the local area.
4. To encourage people to provide feedback about the support they receive to help services to improve.
5. To act as a key worker for a number of identified clients, ensuring that support is carried out in accordance with an individual's support plan and making sure that support plans are relevant and up to date.
6. To ensure that key information is clearly communicated, recorded and monitored.
7. To administer medication in keeping with the service's requirements or assist clients to take medication in accordance with their individual support plan.
8. To take responsibility for, and deal appropriately with, any emergencies that may arise.

9. To liaise with clients' families, carers and friends, as well as other people, including colleagues, who may be a feature of a client's life.
10. To support clients to maintain good relations with neighbours and the general public to promote a better understanding of the needs of people who may be vulnerable or may have specific needs.
11. To work in conjunction with health care professionals to enable clients to maintain good health and comfort.
12. To positively support people who have unpredictable behaviour that may be challenging to the service and other clients.
13. To work as part of a team; with your colleagues you will provide the best service that is possible to a person. This may include supporting and training new staff members or acting as a champion within a specific aspect of the service delivered, by building your own skills and knowledge .
14. To participate in training, staff meetings and supervision to ensure that your practice is up to date.
15. To work a shift pattern according to the needs of the particular service within which you work. This may involve working weekends and evenings.
16. To work flexibly across Learning Disability services; this may involve covering support duties in other locations as required by your manager.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

**JOB TITLE:** Support Worker – Learning Disability Services

**GRADE:** East Sussex Single Status 5

### Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to convey information clearly and produce appropriate written communication.
- Able to carry out personal care tasks with sensitivity and respect.
- Able to support someone in a non-intrusive way.
- Able to work as part of a team and to work independently.
- Able to complete efficient daily records and handle money appropriately.
- Ability to converse at ease with customer and provide advice in accurate spoken English.
- Able to judge when to act on own initiative and when to seek guidance.
- Effective organisation skills.

### Desirable key skills and abilities.

These criteria will be assessed at the application and interview stage

- Able to use a computer.

### Essential education and qualifications.

These criteria will be evidenced via certificates, or at interview

- Willingness to undertake relevant training and qualifications.

### Desirable education and qualifications.

These criteria will be evidenced via certificates, or at interview

- Educated to GCSE level or equivalent.
- Care Certificate.
- Learning Disability Awards Framework
- NVQ/QCF Level 2 in Care or other similar relevant qualification.

## Essential knowledge

These criteria will be assessed at the application and interview stage

- An understanding of the support needs of people with learning disabilities.
- Knowledge and skills in positively involving and enabling people to take control.

## Desirable knowledge

These criteria will be assessed at the application and interview stage

- Health & Safety Awareness and First Aid.
- An understanding of best practice in relation to Moving and Handling.
- Knowledge of the principles of Safeguarding Adults.

## Essential experience

These criteria will be assessed at the application and interview stage

- Working on own initiative.
- Managing competing demands and prioritising effectively

## Desirable experience

These criteria will be assessed at the application and interview stage

- Working in a social care environment.
- Working with people with learning disabilities.
- Carrying out personal care tasks.
- Using BSL or Makaton

## Other essential criteria

These criteria will be assessed at the application and interview stage

- A positive attitude towards the rights of people with learning disabilities.
- Self motivational, inspirational and a flexible and positive approach.
- Ability to meet travel requirements of the post. Please note: for some posts a current driving licence and access to a car is required.
- Physically able to carry out all tasks as required including moving and handling tasks.
- Commitment to training and personal development.

## Other desirable criteria

These criteria will be assessed at the application and interview stage

- Possession of current driving licence is desirable but not essential for some posts.

**Date (drawn up):**

**Reference of Officer(s) drawing up person specifications:**