**BIRTENSHAW**

**Job Outline**

**Post Title:** Support Worker – Adult Services

**Section:** Care Services

**Terms:** Equivalent to NJC Point 9 – 15, £16,755 - £17,972 per annum

37 hours (full time) per week on a rota basis arranged to best meet the needs of Birtenshaw

Holiday Entitlement: 30 days (including public holiday allowance)

Equates to 222 hours

**Report To:** Deputy Manager: Adults Supported Tenancy

**Overall Purpose of Job**

To create a comfortable, safe, positive, homely environment for young adults with a disability living in supported tenancies, domiciliary setting and short break accommodation.

To support young adults and provide opportunities for them to enhance their physical , emotional , social, educational and employment potential so that they can develop in confidence and maximise their independent living skills.

**Main Duties**

**Young adults**

1. To support young adults to maximise their potential and ensure that their physical, emotional, social educational and employment needs are met.
2. To safeguard the young adults who are supported, ensuring that they are protected from all forms of abuse and they are able to live in a safe environment.
3. Where required by the Registered Manager undertake the responsibilities for the role of key worker for the young adult.
4. Contribute to the assessment process of individual young adult needs and circumstance.
5. Contribute towards and implement the agreed Care and Support Plans for each young adult supporting them to achieve their personal goals.
6. Contribute to the planning, implementation and evaluation of therapeutic programmes to support and enable young adults to manage their behaviour promoting social and emotional development.
7. Prepare, implement and evaluate agreed therapeutic activities to help to promote sensory and intellectual development of the young adult.
8. Establish and maintain relationships with parents/carers and other professionals and where required support the young adult and their families to address issues which affect the young adults, health emotional and social well-being.
9. Contribute to the provision of a safe framework and effective strategies to support the young adult to manage their behaviour
10. Observe and assess the development and behaviour of the young adult and
11. review the young adults individual progress and needs in line with statutory and directorate requirements.
12. Represent young adults interests when they are not able to do so themselves, and support the young adult to facilitate support from an independent advocate if required.
13. Support young adults as they move towards transition to adult services or are experiencing a change in their care requirements and provision.
14. At all times act as a positive role model to the young adult to ensure the best possible outcome for them.

**PARTNERSHIP WORKING**

1. Contribute to the development and maintenance of joint working between workers, carers, young adults and their families through effective communication and liaison.
2. Contribute to the development and maintenance of joint working between partner agencies to the benefit of the young adult and their family through effective communication and collaboration with all partners,

**STAFF DEVELOPMENT**

1. Attend and actively participate in staff meetings
2. Prepare for, attend and actively participate in supervision, appraisal and staff meetings
3. Promote and participate in training and staff development opportunities as required
4. Contribute to the development and effectiveness of work teams

**GENERAL**

1. Meet identified objectives as outlined in personal appraisals
2. Comply with the organisation’s policies, procedures and standing orders.
3. Comply with all relevant national, local and organisational legislation, national guidance and regulatory minimum standards in executing your role.
4. Maintain accurate, well-kept and up-to-date records
5. Fully utilise IT facilities and modern technology
6. Promote, monitor ,maintain and comply with health, safety and security at work in line with the relevant legislation
7. Maintain accurate, professional records in line with national guidelines
8. Promote people’s equality, diversity and rights
9. Carry out duties in an appropriate and professional manner at all times
10. Contribute to the development and maintenance of an environment and ethos where all people are respected and valued as individuals

**Health and Safety**

All staff must operate safely within the workplace with regard to Health and Safety legislation.

**Confidentiality**

All staff must adhere to national and organisational policies and procedures in relation to confidentiality and the management and sharing of information.

**Limits of Authority**

Within the framework of the organisations policies and instructions, and subject to the overriding authority of his/her line manager, the member of staff holding this post is authorised to undertake all duties appertaining to the areas of work outlined above, and in line with the Care Act 2014 and Health and Care Profession Council 2012.

**Note**

This job outline forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management’s discretion in the future.

As a general term of employment, Birtenshaw may effect necessary change in job content, or may require the post-holder to undertake other duties provided that such changes are appropriate to the employee’s remuneration and status.

* 1. **BIRTENSHAW**

**Person Specification**

**Post Title:** Support Worker

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| --- | --- | --- | --- | --- |
| **CATEGORY** | **Essential (E)**  **Desirable (D)** | | **Application (A)**  **Interview (I)**  **Reference (R)** | |
| **Skills** |  | |  | |
| Ability to form and maintain professional relationships with young adults | E | | A + I + R | |
| Ability to contribute to the assessment and completion of Care and Support Plans and to involve young adults in their development | E | | A + I | |
| The ability to meet the daily care needs of young adults | E | | A + I + R | |
| Ability to work as part of a team | E | | A + I | |
| Ability to manage challenging behaviour in a positive way | E | | A + I + R | |
| Ability to work calmly in situations of crisis | E | | A + I | |
| Good communications skills (written and verbal) | E | | A + I | |
| **Knowledge** |  | |  | |
| Health and social care act of 2008. | D | | A + I | |
| Care Commission Regulations 2009 | D | | A + I | |
| Care Act 2015 | D | | A+I | |
| Understanding the needs of young adults with learning disability and autism | D | | A + I | |
| Causes of challenging behaviour | D | | A + I | |
| Methods of addressing challenging behaviour and/or therapeutic interventions | D | | A + I | |
| **Attitudes** |  | |  | |
| Commitment to non-judgemental emphatic care for young adults | E | | A + I + R | |
| Acknowledging the potential for personal growth development and independent living skills | | E | | A + I + R |
| Actively promote the culturally and ethnically diverse ethos of Birtenshaw | | E | | A + I + R |
| **Experience** | |  | |  |
| Direct work with young adults | | E | | A + I |
| Work in a residential setting | | D | | A + I |
| Direct work with families and professionals | | D | | A + I |
| **Qualifications** | |  | |  |
| Diploma Level 3 in adult social care or willingness to commence within three months of appointment | | E | | A + I |
| Diploma in Social Work or equivalent | | D | | A |
| NVQ level 2 in adult social care /Diploma or equivalent | | D | | A |
| **Special Requirements and Environmental Factors** | |  | |  |
| All candidates must be able to demonstrate a good attendance and performance record | | E | | A |
| Commitment to work flexibly on a rota pattern which includes Early, Late and Sleep-In shifts. Weekends and public holidays are also included. To best meet the needs of the young adults alterations to shifts and additional hours may be incurred. The additional hours will be worked for payment or time in lieu. To ensure the welfare of the young adults is paramount, it may be necessary, in exceptional circumstances, for senior members of the team to direct care staff to work certain shifts | | E | | A + I |
| Actively promote ‘No Smoking’ and other company policies | | E | | A + I |