



# Job Description

CareTech Community Services Limited

<b>Job Title:</b>	Support Worker
<b>Location:</b>	
<b>Contract:</b>	Permanent
<b>Salary:</b>	£
<b>Hours of work:</b>	
<b>Responsible to:</b>	Home Manager
<b>Reporting to:</b>	Senior person on duty

### Job Purpose

#### Caring? Compassionate? Passionate? Competent? Inspiring?

Easy words, but the real job of a support worker in CareTech is to blend all this to enable and empower individuals to live as independently as they wish within their communities.

In order to achieve this fulfilling and rewarding purpose you will be an active support worker, engaging positively with each individual you support and constantly seeking opportunities for people to get more out of life.

#### Commencement of Employment

- To provide appropriate support in all areas of the people we support, as outlined in their plans, including daily living skills, social activities, emotional support, personal finance, relationships, health, medication and personal care etc.
- Support individuals in the preparation of meals, laundry duties and cleaning
- Have respect for the personal welfare and well-being of service users and inform the service manager or senior staff of any concerns or disputes
- Keep precise notes and records as well as being able to deliver this information into report format
- Recognise, observe and follow the company's policies and procedures. To have an understanding of current and relevant legislation including care standards and the best practice guidance as advised by government guidelines

- To maintain and promote good working relationships with staff, parents, Social Services and the general public
- To attend training or development sessions, where training needs have been identified, to update or maintain your skills. (Passing these courses is in some cases a requirement for continued employment)
- To attend regular supervision meetings with your manager and to participate in the organisations staff appraisal system
- To work away from the home as and when necessary and assist individuals with activities, holidays and days / evenings away from the home

To adhere to the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England and maintain excellent standards as a representative of CareTech at all times.

- To complete other duties that may be requested, as and when they occur

**This job description is subject to review when necessary and at least yearly.**

## Person Specification

Post applied for:

### Please read the details on the Person Specification form carefully before you complete your Application Form.

For each of the requirements listed in the Person Specification please tick those you have achieved and indicate the length of time (if appropriate) over which your experience has been gained. Any previous employment, voluntary / community work, spare time activities, home responsibilities and training will count. Use the general section for any additional information.

Your written application will be considered in relation to the Person Specification and candidates will therefore be selected for interview on this basis. It is important that you complete this section for each post applied.

	Essential	Desirable
<b>Knowledge, Skills and Ability</b>	<ul style="list-style-type: none"> <li>• Have the ability to work with Service Users in a team and individually</li> <li>• Have good communication skills be able to communicate clearly to service users in English and other communication methods about the services available for them</li> <li>• Be able to record information accurately, both written and numerical</li> <li>• To have the ability to work with parents, carers and other support teams</li> <li>• To be able to work flexibly to cover the required shifts</li> <li>• To have an empathetic approach to people we support</li> <li>• Willing to partake in relevant training and diploma levels</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in support work specifically with people with LD or MH needs</li> </ul>
<b>Qualifications, Training and Skills</b>	<ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy - Minimum level 1</li> </ul>	<ul style="list-style-type: none"> <li>• Full UK driving licence for over 12 months</li> <li>• Daily living skills for e.g.- cooking, budgeting and the ability to teach these skills to others</li> <li>• IT Literate inc word processing, spreadsheets and use of email</li> </ul>

**Essential**

**Desirable**

**Equal Opportunities**

- Work within the requirements of equal opportunities

**Personal Qualities**

- To be a minimum age of 18 +
  - Ability to enable and empower individuals to do things Independently
  - Promote independence, choice and positive thinking
  - To be able to manage own time effectively
  - Able to manage change and adapt
  - Good interpersonal skills
  - Able to work shift and be flexible including bank holidays, evenings and weekends
  - Have the right values to meet service users requirements to work in the health and social care sector
- To have an appropriate level of Fitness to be able to support service users

## General Section

(Other information that you feel may be relevant to the post, please attach on a separate sheet).

### Declaration

**"I declare that, to the best of my knowledge, this information is true and complete. If I am offered employment and it is later established that any of this information is untrue, I understand that I shall be subjected to CareTech's disciplinary procedure and may be liable to be dismissed by reason of misrepresentation".**

Signed:

Date: