

JOB DESCRIPTION

TITLE OF POST: Support Worker – Trafford Area
RELIEF – as and when required – covering annual leave, sick leave etc

REPORT TO: Team Leader

ACCOUNTABLE TO: Manager

Main Purpose of the Post

The Support Worker is part of the care team whose function is to meet the practical, physical and emotional needs of individuals living in the Praxis Care supported living and Residential schemes in mainly the Trafford area and those of any domiciliary care service users.

The participants within the schemes will all have a learning disability and a mental illness/or challenging behaviour.

Ethos

Staff are expected to give respect and dignity in a challenging environment to all individuals in the project and maintain confidentiality within the organisation at all times.

SPECIFIC RESPONSIBILITIES:

1 Service Users

- (i) To provide, where appropriate, personal assistance to individuals such as bathing, washing, toileting, dressing and feeding.
- (ii) To carry out domestic care tasks with the individuals, where appropriate.
- (iii) Under close supervision and guidance, to implement individual / group programmes of care as needed, for example, social skills, domestic training, personal hygiene and community living skills designed to enhance and maximise the capabilities and independence of the individual.
- (iv) To participate in Service Users' involvement in recreational and social activities.
- (iv) To work in close liaison and co-operation with all staff within the unit and other staff from the statutory and voluntary agencies to provide the highest quality care for the Service User.
- (vi) To act in a friendly and sympathetic manner towards Service Users' relatives and carers whilst ensuring confidentiality for the Service User.
- (vii) To ensure that Service Users' medication is held/stored and administered in accordance with Praxis Care's Medication Policy.

- (viii) To intervene appropriately to resolve situations arising out of challenging behaviours/mental health difficulties. This may involve an element of physical risk to the employee. Staff will be fully trained in how to deal with these situations.

2 Administration

- (i) To ensure appropriate records are maintained and necessary reports, including untoward/critical incidents, are produced.
- (ii) To have a sound knowledge of the standards and specifications of the scheme to ensure a quality service.

3 General Duties

- (i) To participate in and facilitate the Service Users in keeping their home clean.
- (ii) To be involved in meal preparation, as necessary.
- (iii) To drive trainees, if applicable, in the service's minibus.

4 Meetings and Training

- (i) To attend regular staff meetings with the Manager and Team Leaders to review and plan work.
- (ii) To participate in a formal programme of supervision.
- (iii) To participate in in service training and any external courses deemed to be essential to carrying out the duties of the post, in order to be competent in handling/responding to the particular needs of the client group.

5 Policies and Procedures

- (i) To have an awareness of all policies and procedures relevant to the post, including:
- Handling and security of money
 - Reporting to senior staff unusual behaviour or deterioration in the health of the Service Users
 - Reporting of any untoward incidents and complaints
 - Fire Prevention

6 Health & Safety

- (i) To be aware of and act in accordance with Praxis Care's Health and Safety Policy.
- (ii) To conduct all activities in a manner which is safe to yourself and others.

This job description is not definitive or restrictive and will be subject to periodic review in the light of developments.

It should be noted that the duties, designation and location of the post may be subject to changes to meet future needs of the Organisation.

CONDITIONS OF SERVICE

1 Location

The postholders will be based in the learning disability schemes in Trafford. There may be times that the postholder will be asked to work in other facilities, if the need arises.

Responsibility is on the employee to ensure that when using your car in the course of employment that proper business insurance cover is acquired and that your car is maintained in a roadworthy condition. A mileage allowance will be payable by the Organisation towards expenses.

2 Salary

Relief Rate is £6.66 per hour.

Sleep in allowance is £32.85 per night.

3 Hours of Work

Relief staff will work on an as and when required basis, and the hours of work will be determined by the needs of the Scheme. Relief staff will cover annual leave, sick leave etc. Unsocial hours may be involved.

4 Annual Leave

Relief staff will receive one hour's basic salary for every twelve hours worked. This constitutes annual leave entitlement.

5 Probationary Period/Notice Required

There will be a six month probationary period and one month's notice written notice is required by both parties during this period. Upon the completion of this probationary period the postholder must give two months written notice of their intention to terminate their employment.

6 Smoking Policy

The Organisation is concerned about tobacco smoking and as a consequence a No Smoking Policy is in operation for staff during working hours.

7 Alcohol Policy

There is a No Alcohol Policy. Staff should not consume alcohol before coming to work or whilst at work. This includes meal breaks.

8 Equal Opportunities Policy

It is the responsibility of all staff members to ensure a harmonious working environment in which the dignity of all employees and service users is respected.

9 Trade Union

The post holder will be encouraged to join the recognised Trade Union.

10 Pension

A stakeholder pension is available for relief staff.

11 Appearance

It is a condition of employment that you are presented for work in a neat, tidy and appropriate manner.

12 Confidentiality

Information gained about staff, Service Users, service users in the course of employment must be regarded as confidential. This is applicable both during and after employment.