

Job Description - Support Worker

Reports to: Supervisor

Overall Objectives:

To promote the well-being of service users by ensuring services are person-centred, and delivered by staff who are responsive and respectful.

Duties

Support workers will be required to conform to the specifics laid down within the contract of employment i.e. hours worked and times worked will be in accordance with the agreed needs and wishes of the service user.

Comply with all policies and procedures.

Contribute to the ongoing objectives, assessment and review of the service in consultation with relevant staff, service user and their family as appropriate to do so.

Assist in the safe delivery and monitoring of explicit programmes as identified in the support plan and risk assessments.

To notify the Manager of any changes which will need to be included in the support plan and/or risk assessment.

To maintain records and prepare information that may be requested from time to time.

Recognise our duty of care and ensure any concerns are notified to the manager immediately.

Ensure the safe use of any aids, adaptations or equipment necessary to the safe undertaking of tasks recorded in the support plan.

Complete the record log available at each visit in order to aid communication and provide a 'flavour' for each visit.

All staff will work in a manner which acknowledges and conforms to the expectations required of a service which is respectful in its approach to service users, staff other professionals and the general public.

To attend meetings and training sessions as notified to you.

To have a flexible approach as is required in the delivery of a domiciliary care service.

To have a good understanding and communication of English to include reading and writing.

Any additional duties that may be notified to you in order to meet the requirements of the service.

Autonomy Care Limited reserves the right to alter the content of this job description, after consultation, to reflect changes to the position without altering the general character or level of responsibility.

The duties outlined in this job description must be carried out in a manner that promotes equality of opportunity, dignity and due respect of all employees and service users and is consistent with Autonomy Care Limited's equal opportunities policy.

Reviewed by = Steve Tayler, Domiciliary Care Manager

Date of Review = 23/12/2013