

VIVO CARE CHOICES LIMITED

JOB DESCRIPTION

JOB TITLE: Generic Support Worker - Residential

EVALUATION  
REFERENCE: SASB 7507

GRADE: 4

RESPONSIBLE TO: Service Coordinator/Deputy Service Manager

JOB PURPOSE:

**Working as part of a team to provide personalised care and support by following individual care plans and risk assessments so that service users are safeguarded.**

**Identify and deliver activities that meet the needs of service users individually or in groups so that they reach their full potential and independence where possible.**

**Work closely with individual service users as their Key Worker by supporting them to access the community, activities and other services.**

PRINCIPAL RESPONSIBILITIES

1. Caring for and supporting service users by following care plans and risk assessments so their physical, emotional and mental health needs are met and they meet their full potential and independence
2. Keep full, accurate and up-to-date records including risk assessments, care and support plans for service users and daily record of events while on duty.
3. Support service users to manage their own emotions and behaviours and where possible to encourage and help them to do things for themselves e.g. dressing, washing, eating, socialising and managing their finances.
4. Administer or support with medications.
5. Assist service users with advice and support to help them manage their finances as well as providing support around the maintenance of their homes.
6. Act as Key Worker using a person centred approach complete monthly reviews of risk assessments, care and support plans and contribute to six monthly reviews.
7. In line with care plans assist with risk assessments for events/access to the community for service users individually or in groups e.g. leisure facilities, libraries. Support service users with activities taking part where necessary e.g. shopping, days out, swimming.

8. Build links within the community so service users can access facilities and services e.g. social, leisure, employment and education.
9. Safeguard service users at all times taking necessary actions immediately and reporting any concerns or issues to management.
10. Work positively with managers, colleagues and others e.g. social workers and health professionals to fully support service users. And encouraging feedback so we improve the care and support we give.

#### NOTE

Notwithstanding the detail in this job description, in accordance with the Company's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Operational Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Borough of Cheshire West & Chester.

# PERSON SPECIFICATION

**JOB TITLE:** GENERIC SUPPORT WORKER - Residential

**REFERENCE NUMBER** SASB 7507 **GRADE:** Grade 4

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<b>Qualifications</b>	<p>Commitment to undertaking and achieving QCF level 2 social care.</p> <p>English and math's skills at GCSE or equivalent skills.</p> <p>Willingness to learn and develop skills e.g. medications, manual handling techniques.</p>	<p>QCF/NVQ Level 2 in social care.</p> <p>Manual handling techniques certificate/training.</p>
<b>Experience</b>	<p>Experience of employment. Or training in a relevant subject e.g. social care.</p>	<p>Experience of working with or supporting people with additional needs.</p>
<b>Job related Knowledge</b>	<p>An awareness of disability issues e.g. safeguarding, equal opportunities and human rights.</p>	<p>Knowledge and use of policies and procedures to deliver care e.g. manual handling, medications.</p> <p>Supporting people with personal care needs.</p> <p>First aid training.</p>
<b>Skills and Aptitudes</b>	<p>Demonstrates Vivo's core values by supporting adults with learning disabilities, autism and dementia with dignity and respect.</p> <p>Communicate with service users, carer/family effectively in developing and delivering care plans.</p> <p>Able to work as positively, flexibly and safely as part of a team or one to one with service users.</p> <p>Commitment to following risk assessments and care plans fully.</p> <p>Problem solving skills and able to use own initiative.</p> <p>Ability to undertake manual handling tasks e.g. able to push wheelchairs.</p> <p>Ability to support access to events/clubs/groups in the community e.g. swimming.</p> <p>Able to use IT for recording and</p>	<p>Ability to show confidence, patience and good listening skills</p>

	retrieving information.	
<b>Other requirements</b>	Disclosure and Baring Service Check	Ability to drive and full driving license. Willingness and able to drive service user vehicles.
<b>Values</b>	Caring Aspire Respect Enable	

Note: Vivo Care Choices Limited is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.