

JOB DESCRIPTION

Job Title	Day Support Worker
Reporting to:	Team Leaders
Main purpose of Job	<p>To work as part of a multi-disciplinary team to provide a professional, high quality service that enables service users to achieve their aspirations and goals, through empowerment and choice.</p> <p>The ability to recognise that the young adult is at the centre of their care and appropriately engage with them in a meaningful way.</p> <p>To carry out your role and all associated duties professionally, in line with agreed standards promoted by the Trust</p>
Main duties:	
<p>ENABLING</p> <ul style="list-style-type: none"> • Provide direct care to all service users in line with agreed standards of care i.e. personal care, personal hygiene, eating and drinking, medical needs, including administering medication as required (after appropriate training and support) • Provide assistance with the service users' daily living and therapeutic activities held on and off site, which may occasionally take place outside normal working hours • Enable, assist and support all service users by reading and complying with support plans, risk assessments, Trust policies and procedures and any other documents, at all times, according to your role. • Assist with planning, implementation, monitoring and review of service users' needs as required • The ability to be adaptable, flexible and innovative. • Assist in the preparation of self-help and independence programmes, consulting the Manager, on the content of these programmes and ensure they are carried out effectively • Report any changes to the service user's needs and desires and assist in the review of person centred planning for each service user, as required. • Encourage and support service users in all aspects of their lives and look for positive outcomes and act in a way that contributes to the positive environment to ensure the best outcomes for people • Maintain a suitable environment which allows time for the opportunities to promote self-choice • Engage and encourage social skills and interaction • Encourage service users to participate in all activities • Support service users at appointments outside the Trust 	

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- To ensure the general cleanliness and tidiness of the service user’s home; to include household tasks and laundry as required
- To support each young adult in a person centred way, as directed by the persons support plan and as agreed by your line manager
- To ensure that you promote and contribute to a healthy, positive and professional working environment for the benefit of all young adults and colleagues.

General Duties

VALUES

- To act as a positive and professional ambassador in order to support the Trust’s mission and profile
- Facilitate good practice in others by acting as a role model at all times
- Respect and value all students and staff within the Trust

SAFEGUARDING

- To adhere to and follow adult protection policies and procedures, in order to promote the safety of all service users at all times.
- Understand your responsibility in reporting any unacceptable behaviour/ safeguarding issues involving staff in a confidential, timely manner and complying with policies and procedures as required.
- Follow all policies and procedures of the Trust relating to your employment at all times
- To keep up to date and comply with relevant legislation and good practice

HEALTH AND SAFETY

Employees must comply with the provisions of ‘The Health and Safety at Work Act 1974’ and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust’s efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

- Ensure the safety of everyone on site and staff at all times
- Identify potential risk and assist in carrying out risk assessments as required
- Be proactive in taking action to report and rectify faults
- Ensure Health and Safety documentation is completed e.g. accident and incident forms, within time stated in Trust policy and/or legislation

EQUALITY AND DIVERSITY

The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this.

CONFIDENTIALITY

The post holder must maintain appropriate levels of confidentiality at all times about adults with disabilities, staff and other Trust business at all times.

The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act and comply with the Trusts policies and procedures around confidentiality.

COMMUNICATION

- Communicate with everyone on site effectively and appropriately at all times
- Communicate with all staff effectively and appropriately at all times
- Share experience with colleagues to allow for continued improvement in communication
- Attending relevant meetings as required
- Attend appropriate training to enable effective communication with service users
- To keep appropriate, clear, accurate and timely records as required in line with Trust policies and legislation

TEAMWORKING

- Build and maintain good working relationships with colleagues/staff, and external contacts as appropriate
- Liaising, co-operating and support colleagues/staff within own department and other departments as required, in a professional and timely manner, especially in relation to an activity that will directly impact on service users well-being and safety

PROFESSIONAL DEVELOPMENT

- Adhere to Performance Management processes in line with Trust policies and procedures
- Undertake all Mandatory Training and other training to maintain and improve own knowledge and skills.
- Undertake any extended training required to ensure continued professional development

FLEXIBILITY

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other duty or task within the responsibility level for their post.