

Job Description

Support Worker

This job description indicates the main functions and responsibilities of the post and is subject to review and amendment in light of changing circumstances and may include other duties and responsibilities as may be determined from time to time by the Director of Services/CEO or designated Line Manager. You will be given as much notice of such changes as possible. It is CoAction's policy to review job descriptions on a regular basis.

Reporting to: ASD Co-ordinator
Base: The Adult Services Centre and/or The Group Home

Overall Purpose of Position

The aim of the adult services training and employment programmes within the Centre and the Group Homes is to develop a range of practical and training skills with a view towards increasing innovation, independence and a sense of achievement for service users. The programmes contain vocational training and social and recreational activities. The role of the Support Worker is to assist the Instructor and/or The Social Care Leader in the planning, developing, implementing and reviewing specified programmes in line with the ethos of the organisation. The Support Worker also has responsibility for supporting the service users with their personal care (clothing, feeding, toileting and general hygiene).

Main Responsibilities

- To be aware of the individuality of each service user i.e. their interests, likes/dislikes, abilities, and their means of communication.
- To at all times treat service users with dignity and respect.
- To promote a friendly and supportive environment in the training and employment centre/group home.
- To be aware of the ability level of each adult service user and actively encourage greater independence.
- To provide the highest possible standard of care at all areas and develop a caring relationship with each service user.
- In as far as possible to incorporate service user interests into the daily programme.
- To assist in the personal care of service users where appropriate. (i.e. clothing, feeding, toileting and general hygiene)
- To report all accidents, incidents and complaints in the appropriate manner.
- To be an active advocate for the service users.
- To be involved in recreational activities and hobbies.
- To ensure that confidentiality is maintained at all times.
- To assist with recreational activities i.e. outings, Special Olympics, etc.
- To work as part of a multi-disciplinary team within the ethos of the organisation.
- To liaise with other relevant staff.
- To assist in the maintenance of the adult services centre / group home.
- To be familiar with CoAction's policies and procedures.

- To be familiar with Health and Safety regulations and policies and to carry out any tasks or safety measures that may be laid down.
- To ensure safety and safe working conditions in the workplace.
- To ensure the group wear protective clothing and use protective machinery where required.
- To ensure the group are trained fully in the use of any relevant machinery or tools and to ensure the group have health and safety awareness.
- To report any defective /faulty equipment.
- To contribute in a positive and energetic manner to the overall development of CoAction and the services it provides.
- To attend to parents and other visitors to the Adult Services centre with courtesy, tact and consideration.
- To follow cash handling procedures as determined by the area manager and/ or the accounts department
- To supervise meals together with other staff and to assist in recreational activities as required. To carry out escort duties as required.
- To drive Company vehicles as required.
- To develop relevant skills and abilities by taking part in training courses.