



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 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:	The Area Manager / Residential Manager
Working Relationship:	To work as part of the adult services team with other support workers, social care workers, social care leaders and Instructors.
Base:	The Adult Services Day Centre

Overall Purpose of Support Worker Duties

The role of the Support Worker is to assist the Instructors and/or Social Care Leaders in the planning, developing, implementing and reviewing specified programmes in line with the ethos of the organisation. Support workers should directly support and assist service users in completing activities of daily living, these may include: attending and participating in groups both within adult services centres and in the wider community, participating in employment opportunities in the community, attending training and education programmes (this list is not exhaustive). Support workers also have responsibility for supporting service users with their personal care. (Clothing, feeding, toileting and general hygiene)

The aim within the service is for each service user to develop to their maximum potential. It is the support workers overall purpose to support this ethos. This is to be achieved by your assistance, under the supervision of your instructor/social care leader, in the implementation of programmes in a variety of areas directed by each individual service users person centred plan (PCP).

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 and actively encourage greater independence.
 - To promote a friendly and supportive environment in the Adult Services Day Centre/Group home.
 - To provide the highest possible standard of care at all areas and develop appropriate relationship with each service user.
 - 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 ensure that confidentiality is maintained at all times.
 - To work as part of a multi-disciplinary team within the ethos of the organisation.
 - To be familiar with and adhere to CoAction's policies and procedures.
 - To ensure safety and safe working conditions in the workplace in accordance with the Health and Safety Policies.
 - 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.
- To participate in assisting service users developing a person centred plan.
- To work with other team members to ensure service user PCP goals are met.
- To participate in supervision sessions with your line manager.
- To actively participate in the development and progression of adult services.
- To facilitate service users during activities to ensure they achieve their individual goals.

Confidentiality

All records and information must remain strictly confidential, and all necessary measures must be taken to ensure that this confidentiality is protected.