



Daneswood, Cuck Hill, Shipham, Nr Winscombe, Somerset, BS25 1RD

JOB DESCRIPTION

LEAD SUPPORT WORKER

Position: Lead Support Worker

Responsible to: Registered Manager

Purpose of position:

To share with other staff in meeting the individual care needs of service users in a way that respects the dignity of the individual and promotes independence and to help in the general day-to-day tasks and activities of the Home.

Principal Responsibilities

1. To be responsible for co-ordinating paperwork/documentation within the "key" team.
2. To be responsible for co-ordinating hospital, dental, visits home etc.
3. To be responsible for regular/weekly communication links with parents.
4. To carry out additional responsibilities on shifts, as requested by the Senior on duty.
5. To encourage service users to become and remain as independent as possible.
6. To become familiar with and follow each service user's individual care plan.
7. To meet individual service users' needs in a holistic way.
8. To assist service users with personal care tasks such as getting up in the morning, dressing, undressing, washing, bathing, using the toilet and changing incontinence pads.
9. To help service users with mobility problems and other physical disabilities and use the supplied equipment to assist service users with their mobility as agreed in their care plan.
10. To enable each individual service user to participate in an activity program designed specifically to meet their needs which will include both on and off site activities.



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11. To work on a 1:1 basis with individual service users as allocated.
12. To prepare, serve and clean up after meals.
13. To ensure Daneswood achieves high standards of cleanliness.
14. To answer the door and the telephone; welcome visitors and ask them to sign the visitors' book.
15. To read and write reports; take part in staff meetings and service users' meetings.
16. To work cooperatively on a rota basis covering shifts including early mornings, evenings, weekends and bank holidays.
17. To participate in a sleep-in rota.
18. To comply with the Home's guidelines and policies at all times.
19. To report to the Manager any significant changes in the health or circumstances of a service user.
20. To strictly observe confidentiality
21. To undertake and complete training activities as agreed and directed.
22. To act as a Keyworker to an allocated service user
23. To supply the Manager or other appointed person with a completed timesheet each month.
24. To comply with Daneswood's Health & Safety Policy.
25. To perform such other duties as may reasonably be required.

All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act 1998. All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work, etc Act 1974.

All staff must undertake an enhanced disclosure through the criminal records bureau including a Protection of Vulnerable Adults (POVA) check and have a minimum of 2 satisfactory references before they commence employment.

Hours of work: Full-time or Part-time on a rota basis.



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PERSON SPECIFICATION

Essential Criteria

1. Self motivated.
2. Organised.
3. Flexible.
4. Caring.
5. Sensitive to the needs of others.
6. An active team member but also able to work on own initiative.
7. A good communicator.
8. NVQ or QCF Level 3 in Health & Social Care or working towards
9. Experience in working with people with learning disabilities

Desirable Criteria

1. A full driving licence
2. Completion of certified training in Fire Safety, Health and Safety, Food Hygiene, First Aid and Moving & Handling
3. Completion of training certified by the Learning Disability Qualification (LDQ)
4. Completion of all in-house Holistic Training

Applicants will be shortlisted based on the evidence supplied in their application form and how this evidence meets the criteria in this person specification and the job description.