

JOB DESCRIPTION

Job Title: Support Worker

Accountable to: Registered Manager

Responsible for: Wellbeing of Adults with Learning Disabilities

Salary: £23665 per annum (pro rata for part-time)

Location: Harpenden

Hours: Various

Contract: Permanent Full-time, Part-time or Casual Contract

MAIN DUTIES AND RESPONSIBILITIES

1. Providing an outstanding level of support that will ensure that the people using Harpenden Mencap Supported Living Service live comfortable, dignified, liberated and happy lives.
2. Helping adults with learning disabilities to understand and navigate the world around them, promoting positive relationships.
3. Supporting individuals to access and participate in their local community and social events to promote individuality and active citizenship.
4. Supporting people to live independently by assisting with budget management, paying bills, housework, organising appointments and cooking healthy meals.
5. Helping people to get ready for the day. This may include prompting or helping people with medication, assisting with bathing, showering and using the toilet and helping with dressing depending on individual need.
6. Maintain excellent verbal and written communication at all times utilising digital technology where required.
7. Where required, act as a named keyworker to the people we support, developing and reviewing care and support plans in collaboration with the individual.
8. Maintaining the Harpenden Mencap values in all contacts with the people we support, families and colleagues.

General

1. To maintain standard of dress that is appropriate to the role and in accordance with the organisation's dress policy.
2. To maintain confidentiality at all times and to ensure respect for, proper observance of and adherence to Harpenden Mencap's confidentiality policy for all staff.
3. To safeguard all personal data and ensure that all records, whether paper or electronic are kept secure in line with the Data Protection Act 2018.
4. To attend regular supervision sessions with your line manager, regular team meetings and undertake relevant training as and when required.
5. To take all reasonable care of the health and safety of self and of other persons who may be affected by your acts or omissions. As regards to any duty or requirement imposed upon the organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to enable that duty or requirement to be performed or complied with.
6. To report to the Quality and Safety Manager either serious risks or your concerns over safety issues.
7. To work collaboratively with volunteers to ensure that their contribution enhances quality of service provision and support across the organisation.
8. To work at any other Harpenden Mencap location, as and when required.
9. To undertake any other duties which are consistent with the post.

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.