
## JOB SPECIFICATION

**RESPECT | CARING | TRUST | EMPATHY | RELIABLE**

**JOB TITLE:** Support Worker – Learning Disability

**HOURS:** Variable between 16 and 38 hours per week dependent

on shift patterns. Relief hours vary according to support

 workers availability and the organisation’s needs.

**PAY RATES** £10.50 - £10.80

 Grading is dependent on experience and qualifications.

**EXPERIENCE:** Although desirable, experience in supporting vulnerable

**QUALIFICATION** individuals it is not essential as we offer full induction training

**REQUIRED:** mentoring and shadowing.

SVQ2 in Health & Social Care or willingness to work towards to meet SSSC registrations requirements.

A clear pro social value base and commitment to your community is essential. The post holder will be expected to operate in line with our Values – **Respect, Caring, Trust, Empathy and Reliable.**

**RESPONSIBLE TO:** Service Manager

### DUTIES

**Post Purpose:** To be committed to providing a caring, compassionate, respectful, non-judgmental and person- centred support to vulnerable individuals. Embrace and support the independence and dignity of service users to maintain a quality lifestyle regardless of their abilities. To provide care and support to individuals within their own home and in the community.

 **Main Duties &**

 **Responsibilities**: Be responsible for supporting service users to achieve their desired Outcomes.

Outcomes may include teaching independent living skills, accessing community-based activities such as going to college, swimming, horse riding, work placements and other social and leisure activities.

To follow, develop and implement Support Plans and updating them with current details regularly e.g., personal information, risk assessments, contact records etc. Deliver a person and choice centred support package based on active support and respectful relationships.

Encourage and support service users with healthy living choices and the mental and physical well-being, e.g., healthy eating advice, promoting exercise.

Support Service Users with the planning of menus, preparation, cooking and serving of daily meals within the home, encouraging them to participate as much as possible.

Assisting Service Users with eating meals as and when appropriate.

Provide support and assistance to service userswith regard to maintaining friendships and family relationships. Promoting safeguarding and choice of each service user. Enable service users to develop links with the wider community, leisure and recreational activities as appropriate.

Support service with personal care, including washing, dressing, personal hygiene and help with using the toilet as necessary. This will be achieved using a respectful and caring approach.

Participate in reviewing and updating Support Plans. Attending review meetings with family, professionals, and others as appropriate.

Maintain high standards of written and verbal communication. Maintain detailed and accurate service user records, efficiently and effectively.

Communicate effectively and professionally within the Gateway Team and multi-agency teams. Maintain relationships with colleagues to create an atmosphere of respect which is free from conflict.

Liaise with other agencies and partners to support service users and make referrals to other professionals (appropriate agencies) as highlighted in Service User needs assessments to effectively support service users.

Provide support and guidance to service users to keep their home secure and safe. Immediately raise any concerns regarding the safety of individuals and be responsible for your own and colleague’s health and safety.

At times, carry out work which can be physically demanding.

Have a positive approach and ability to manage and support service users who display behaviours that challenge.

Effectively and professionally manage daily duties and responsibilities and carry out a Keyworker role if required.

Promote, understand and follow Gateway’s policies and procedures, including all relevant health & safety regulations.

At times undertake work that can be physically demanding.

Respond to any emergencies appropriately in accordance with Gateway policies and procedures, including keeping accurate records of any accidents and incidents.

Maintain high levels of confidentiality at all times.

Work a reflective practitioner. Be responsible for your own standards and enthusiasm at work, achieved through reflection, discussion with colleagues and professionals and through coaching and Supervision meetings with your Line Manger.

Maintain awareness of and apply the Heath & Social Care Standards to meet the requirements within Gateway Policies and the Care Inspectorate.

Adhere to the Scottish Social Service Council Codes of practice.

Use and maintain Gateway equipment and vehicles necessary to discharge allocated duties.

Be flexible and able to undertake other duties within the main objectives of your post and any other tasks as required to contribute to the wider work of Gateway.

Undertake training as required in order to demonstrate fitness to practice and continued fitness to practice safely the necessary skills to undertake the duties and responsibilities of your post.

Achieve registration with the SSSC and if required a willingness to attain the necessary qualification to achieve registration.

Maintain and promote the positive image of Gateway to colleagues, service users friends and families, professionals and society as a whole.

**Basic Service** All staff receives and are required to participate in regular supervision,

**Conditions:** performance review and development appraisal from their designated line manager. Supervision will be formal and informal.

All support staff are required to work flexibly to deliver Gateway services.

Staff will be paid monthly.

Travel on behalf of the company is recompensed at 40p per mile.

Gateway reserves the right to amend or change the above responsibilities to enable evolving business needs to be met.

**Person Specification – Learning Disabilities**

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| **COMPETENCY** | **ESSENTIAL** *The minimum acceptable level for safe and effective job performance* | **DESIRABLE** *Attributes of the ideal candidate* |
| **Professional Qualifications** | Good general level of education | SVQ2 in Health & Social Care or willingness to work towards. |
| **In Service Training Certificates** | Willingness to undertake any training deemed necessary/relevant to the post. | Moving & HandlingMedicationInfection ControlFirst AidFood HygieneAutismLearning DisabilitiesMental HeatlhAdults with Incapacity |
| **Relevant Job Experience** |  | A minimum of 1 years’ experience, (either paid, voluntary or personal) in supporting and promoting independence with people who have a learning disability. Practical experience of personal, domestic and hygiene care. |
| **Knowledge** |  | Health & Social Care Standards.Scottish Social Services Council (SSSC) Codes of Practice.Adult Support ProtectionKnowledge of local community, including its facilities and activities. Awareness of and commitment to the ‘promoting independence’ and ‘person-centered’ ethos of the Service. Awareness of the Mental Health Act.Awareness of Adults with Incapacity Act.Awareness of the needs of people with learning disabilities with challenging behaviour, autism, epilepsy, and other disabilities. Working knowledge of basic First Aid, community safety, administration of medication, Infection control and food hygiene. Awareness of GDPR and confidentiality issues. |
| **Skills and attributes** | Driving Licence essential. Excellent communication and listening skills.Ability to establish positive relationships with people with learning disabilities and their family/carers. Ability to encourage and support others to be independent.Written and numeracy skills to be able to assist in completing records, to account for domestic expenditure.Able to work alone and use initiative.Commitment to equalities and the promotion of diversity in all aspects of working. | Basic IT skills. Ability to work in a timely and flexible manner at various times of the day.Counselling skillsExcellent organisational and time management skills. |
| **Attitude** | PositiveSensitiveTolerantDiscreetNon-Discriminative Respectful |  |
| **Physical Condition** | Low sickness recordGood Fitness / Stamina |  |

**Reviewed and updated: January 2022**

**Review Date: January 2023**