

JOB DESCRIPTION

<u>Job Title:</u>	SUPPORT WORKER
<u>Project and Location:</u>	Anderson House
<u>Responsible to:</u>	Service Manager
<u>Reports to:</u>	Project Worker/Project Manager
<u>Main purpose of Job:</u>	To ensure the day to day running of the Supported House and provide support to the Service Users, resident in the House.

Main Task of Job:

Direct Support for Service Users

- To carry out all duties as required of a key worker role.
- To assist in the induction programmes for all new Service Users.
- To undertake allocated work with Service Users as detailed in their support plan.
- To assist Service Users as detailed in their support plan.
- To assist Service Users set and achieve realistic goals in accordance with their support plan to enable them to progress in identified key areas.
- To advise and provide practical assistance to Service Users in budgeting, shopping, cooking and all aspects of developing independent living skills.
- To assist Service Users to find, secure and move on to permanent, more independent accommodation.
- To facilitate weekly Service User meetings as required.
- To promote Service User involvement and active participation in the Project at all times.
- To contribute to the review of Service User support plans.
- To participate in the on call responder roster for the Project (not applicable to Grampian Avenue).
- To undertake sleep in duties when required and in accordance with the rota.

Administrative Duties

- To provide information to assist in the monitoring, reviewing and planning services.
- To maintain daily records of contact with Service Users.
- To maintain accurate records of contact with Service Users.
- To maintain all records and checklists as requested by Project Leader.
- To log all communications with outside agencies and professionals.
- To maintain accurate and up to date recording of information to ensure effective communication within the team.

Housekeeping and practical tasks

- To ensure the security of the premises on a day to day basis.
- To supervise, advise and support the Service Users in line with all health and safety procedures.

- To check, monitor and ensure the general standard of cleanliness in the house while proactively involving the Service Users in housekeeping duties.
- To carry out and actively involve Service Users in weekly health and safety checks and recording of any breakages, damages or concerns, which will be reported to Project Worker/Leader.
- To collect and record the weekly contributions from the Service Users.

Communications

- To work as a member of the Project Team and contribute to overall team performance.
- To promote, develop and maintain good public relations.
- To record and report all serious incidents or emergencies to the Project Worker/Leader.
- To attend weekly team meetings.
- To attend a minimum of monthly supervision sessions with the Project Worker or Project Leader.
- To maintain telephone communications as detailed in lone working policy with designated partner.
- To communicate and consult with on-call consultant as necessary.

Policy and Procedures

- To have a working knowledge of all relevant childcare legislation.
- To have an awareness of all BCM's policies and procedures and work in accordance with all Practice Guidelines.
- To be familiar with and work in line with BCM's health and safety policy.
- To work within Supporting People's Quality Assessment Framework, promoting the continuous improvement of the Project.
- To work sensitively and in accordance with professional boundaries to promote respect and dignity of all Service Users and staff.

Other Duties

- To work alongside and support where relevant and appropriate the work and role of volunteers in BCM.
- To be available to work at times to meet the changing needs of the Service Users and for the efficient use of staff resources.
- To undertake all relevant staff training as required.
- Support new staff to learn the job by assisting with induction programmes as required.
- To carry out any other duties as specified by the Project Leader or Service Manager.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

GENERAL TERMS AND CONDITIONS

<u>Duration:</u>	Permanent
<u>Hours:</u>	20 hours per week
<u>Salary:</u>	£15,828 - £17,258 BCM points 19-21(pro rata)
<u>Holidays:</u>	Based on 21days per year and 12 statutory days (pro rata)
<u>Probation Period:</u>	Six months
<u>Pension:</u>	Entitled to join after three months service. Staff are required to make a minimum contribution of three percent of basic salary to their personal pension within the Group Scheme.
<u>Mileage:</u>	40p per mile is using own vehicle.
<u>Period of Notice:</u>	Less than six months service = 1 week Six months service or more = 1 month
<u>Sick Scheme:</u>	<u>BCM Sick Scheme 1</u>

During first six months of Service:	SSP only
During second six months of Service:	4 weeks full pay and 8 weeks half pay
During second year of Service:	8 weeks full pay and 8 weeks half pay
During third year of Service:	16 weeks full pay and 16 weeks half pay
During fourth and fifth year of Service:	20 weeks full pay and 20 weeks half pay
After five years Service:	24 weeks full pay and 24 weeks half pay

If you require more details regarding the conditions of employment you will be given the opportunity at interview to discuss these and other matters.

PERSON SPECIFICATION

Job Title: Support Worker

	Essential	Desirable
Qualifications/Attainments	<ul style="list-style-type: none">• Minimum NVQ (level 2) in Health and Social Care OR equivalent qualification• At least 1 year experience providing support to vulnerable young people.• A valid UK driving licence.	
Relevant Experience		
Special Attributes		
General Intelligence	<ul style="list-style-type: none">• Good level of written and spoken English.• Good communication and listening skills.• Able to make sound judgements.• Able to handle conflict/stress• Able to use initiative.	
Physical Requirements		
Disposition	<ul style="list-style-type: none">• Dependable.	
Circumstances	<ul style="list-style-type: none">• Good attendance at work.• Flexible re working hours – evenings and weekend work will be involved.• Have access to a car for work purposes.	