**East Kent Mencap**

**Job Description: Support Worker**

**Salary: £8.72-£9.28**

**Responsible to: Senior Support Worker/Service Manager**

**This role**

The purpose of this role is to assist in meeting the needs and aspirations of children and people with learning disabilities by using a person-centered approach. This includes providing them with encouragement, support and assistance, promoting their social inclusion and promoting their rights and choice under the supervision and direction of a senior member of staff and within the context of East Kent Mencap’s policies and procedures, as well as relevant care legislation, to enable to people with learning disabilities to live more independent and fulfilled lives.

**General responsibilities / duties**

1. Encourage and support people with learning disabilities to live independently by providing guidance and emotional, social and physical support as appropriate, in accordance with the agreed support plan, in order for them to be as self-managing as possible in all aspects of their daily life. This includes providing personal care as appropriate.
2. Promote the social inclusion of people with learning disabilities by encouraging and supporting them to access activities and participate fully in their local community, in accordance with their agreed person centered plan and under the direction and guidance of senior staff.
3. Encourage and support self-medication and/or administer prescribed medication and homely remedies as appropriate, for which there is professional agreement, using the correct technique at the appropriate time, in accordance with the care and support plan and within standard procedures guidance.
4. Promote equality for all individuals which recognises and encourages anti-discriminatory behaviour, respecting confidentiality of information, recognising people with learning disabilities’ rights and choice and respecting their personal beliefs and identify and challenging discriminatory views in the community, in order to foster equality, diversity and rights.
5. Promote health, safety and security in undertaking work activities and in the work environment, by being aware of, monitoring and reporting risks and by complying with East Kent Mencap’s health and safety policies and procedures and relevant legislation, to ensure the health, safety and welfare of themselves and others.
6. Identify and process any safeguarding and quality of care issues and refer on to appropriate colleagues to ensure that people with learning disabilities’ welfare is protected and that quality and standards of services provided are maintained.

**Communication**

1. Promote effective communication and relationships by responding to individual’s verbal and physical presence, by listening to and supporting needs or problems in a way which promotes confidence. Ensure awareness of the person’s needs and aspirations and that they play an active, equal and valued role in decision making.
2. Liaise and work proactively with other professionals involved in the support of individuals with a learning disability, promoting communication in a process that shares agreed and relevant information that promotes the independence of the individual.

**Personal Development**

1. To identify any training needs that will assist in maintaining one’s own skills and competencies, to have a positive approach to continued professional development accessing any relevant training identified during supervision.

**Records and Report Writing**

1. Contribute to the monitoring, recording, evaluation and review of the individual’s progress against the agreed person centered plan, taking into account the individual’s and other’s views to inform the overall provision of service, implementing modifications under the supervision of relevant senior staff.
2. Contribute to the production of records and written reports, under the supervision of senior staff, in accordance with East Kent Mencap’s procedures, these may be presented for review meetings, planning meetings and recording purposes, ensuring that confidential records are stored in a safe location, so that appropriate records are maintained.

This job description is provided to assist the post holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility or pay scale.

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| **Person Specification** | **Support Worker** |  |
| **Criteria** |  | **Essential / desirable** | **How measured?****(Application form/interview/ assessment)** |
| **1** | **Education/ qualifications** | 1.1 | Working towards completion of the care certificate or evidence of having completed the Common Induction Standards | Essential | Application form |
| 1.2 | NVQ 2 in Health and Social Care (dictated by funding allowed- workers within regulated activity SHOULD have or be working towards an NVQ2) or equivalent OR Level 2 Diploma in Health and Social Care | Desirable | Application form |
| 1.3 | Educated in basic IT | Essential | Application form |
| **2** | **Experience** | 2.1 | A minimum of 1 years’ experience, (either paid, voluntary or personal) in supporting and promoting independence with people who have a learning disability | Desirable | Application form/ interview  |
| 2.2 | Practical experience of personal, domestic and hygiene care | Desirable | Application form/ interview |
| **3** | **Abilities/****skills** | 3.1 | Excellent communication and listening skills | Essential | Application form/ interview |
| 3.2 | Ability to establish positive relationships with people with learning disabilities and their family/carers | Essential | Application form/ interview |
| 3.3 | Ability to encourage and support others to be independent | Essential | Application form/ interview |
| 3.4 | Written and numeracy skills to be able to assist in completing records and reports, and to support members with handling money | Essential | Application form/ interview |
| 3.5 | Excellent organisational and time management skills | Essential | Application form/ interview |
| 3.6 | Able to work alone and use initiative | Essential | Application form/ interview |
| 3.8 | Creativity and problem solving skills | Essential | Application form/ interview/ assessment |
| 3.9 | Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day if required, using car, public transport, car-sharing etc. | Essential | Application form/ interview |
| **4** | **Knowledge** | 4.1 | An appreciation of social issues in relation to learning disability and a general understanding of people with learning disabilities. | Essential | Application form/ interview |
| 4.2 | Knowledge of local community, including its facilities and activities and the roles of various organisations/agencies | Essential | Application form/ interview |
| 4.3 | Awareness of and commitment to the ‘promoting independence’ and ‘person-centered’ ethos of the Service  | Essential | Application form/ interview |
| 4.4 | Awareness of the Mental Capacity Act and Deprivation of Liberty Safeguards (DOLS) | Essential | Application form/ interview |
| 4.5 | Awareness and understanding of Adult Safeguarding policies and procedures | Essential | Application form/ interview |
| 4.6 | Ability to work within the context of organisational policies and procedures, and service user support plans  | Essential | Application form/ interview |
| 4.7 | Awareness of the needs of people with learning disabilities with challenging behaviour, autism, epilepsy and other disabilities | Desirable  | Application form/ interview |
| 4.8 | Working knowledge of community safety, administration of medication, Infection control and food hygiene | Desirable  | Application form/ interview |
| 4.9 | Awareness of Data Protection and confidentiality issues | Essential | Application form/ interview |

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**Disabled Applicants who meet the minimum criteria will be offered an interview in every circumstance**.