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|  | **Job Title:** | **Support Worker** |
|  | **Department:** | **Renfrewshire SLI** |
|  | **Direct Supervisor:** | Lesley Finnigan |
|  | **Number of Direct Reports/Matrix Reports:** |  |
|  | **Location:** |  |

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| **1** | **Job Purpose:**  To assist in the provision of individualised person centred support to adults with disabilities. To contribute to and follow the person’s own outcome based support plan, as part of a team, under the guidance and direction of the local management team. |
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| **2** | **Dimensions: i.e. budget, no of staff, areas of work etc.**    Working with between 1 and 2 users in their own home  Acting as a key worker for 1 to 2 individuals  Sharing responsibility for supporting people to manage their finances, medication and home.  Delivering support to people on an individual 1:1 basis or alongside others  Acting as a mentor to new workers, students and volunteers as required.  Acting as lead person on shift as required |
| **3** | **Key Objectives and Accountabilities:** |
| Assist in the promotion of physical & emotional wellbeing and general health of service users building on their feelings of security, responsibility and worth.  Contribute to the planning, reporting and reviewing of the individual’s person centred, outcome based support plan. Completing daily recording & summaries as required.  Provide the appropriate levels of practical support required at home and within the community including undertaking household duties where required.  Participate in the development and maintenance of professional and caring relationships between staff and service users in pursuit of service users personal development.  Support the formation of appropriate relationships with ‘non paid’ people to enable the service user to sustain and build their own social circle and support network.  Participate alongside the people supported in social, leisure, learning and work activities as appropriate eg attending college, swimming, going on holiday.  Participate in teamwork, developing professional relationships with the staff team and with significant others such as the person’s family, advocates, social work and health professionals and Quarriers functional support departments to benefit the overall support provided to the individual.  Take responsibility for own personal and professional development and contributing to the positive work practice of others to ensure the highest quality of service is provided.  Follow Quarriers internal and National Standards and Policies including Codes of Professional Conduct.  Representing the individual and Quarriers at appointments and reviews as required. |
| **4** | **Key Performance Outcomes and Measures:** |
| * Service User is satisfied with the support received * Feedback from significant others is positive * Quarriers organisational and local protocols are followed and recording is complete eg health and safety checks, daily logs etc * Participates fully in supervision sessions, team meetings & learning activities * Demonstrates professional development over time * Contributes to the maintenance and improvement of service and organisational quality and reputation including Care Inspectorate Grades |
| **5** | **Knowledge, Skills and Experience necessary for the role:** |
| * Ability to achieve appropriate registration with SSSC, meeting qualification conditions within appropriate timescales. * Personal or work experience in a supportive role, preferably with adults with disabilities. * Strong positive values particularly in relation to equality and diversity. * Good interpersonal skills, interact with people from all walks of life. * Effective communication skills: verbal, non-verbal, written & IT skills * Confident in problem solving and decision making. Ability to consult others appropriately. * Ability to work as part of a team either working alongside others or remotely as appropriate * Accountable and committed to high personal work standards. * Ability to put learning into practice and prepared to take on new challenges. |
| **6** | **Key Relationships:**   * Individuals supported. * Service Users significant others: families, friends, housemates, neighbours, advocates etc. * Line Managers: Team Leader and Project Manager * External organisations, social work, health, education etc * Personnel from support departments including Health and Safety, Human Resources, Learning & Development |
| **7** | **Organisation Chart:** |
| *See attach organisation chart showing manager and direct reports.* |