

## JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION	
<b>JOB TITLE:</b>	<b>Support Worker (Days)</b>
<b>ACCOUNTABLE TO:</b>	<b>House Manager</b>
<b>HOURS:</b>	<b>37 per week on aggregate. Shift pattern.</b>
<b>PAY:</b>	<b>£20,202 - £21,871 per annum (£10.50 - £11.37 p.h.)</b>
<b>CONTRACT:</b>	Permanent
<b>JOB PURPOSE</b>	To provide person centred support to children and young adults with physical disabilities and complex health needs, in order to promote independence and personal fulfilment.

MAIN DUTIES & RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>• In the context of Chailey Heritage Foundation's Policies and Procedures, to work as part of a team providing personalised support to children and young adults.</li> <li>• To provide support and guidance in accordance with their Person Centred Plan. This includes doing health action plans and risk assessments.</li> <li>• To learn different methods of communication in order to enable and empower children and young adults to be heard and understood.</li> <li>• To provide all aspects of personal care, maintaining privacy and respecting dignity for children and young adults at all times.</li> <li>• To prepare and administer medication and gastrostomy feeds (once trained and assessed as competent).</li> <li>• To support (once trained and assessed) the health needs of the young people as necessary in regard to their specific requirements, such as epilepsy, suction, oxygen etc.</li> <li>• To ensure that children and young adults' personal possessions and money are respectfully looked after in accordance with policies and procedures.</li> <li>• To act as a designated key worker for particular children and young adults.</li> <li>• To accompany and enable the young people and adults to take part in community activities and trips, and attend medical appointment including hospital stays.</li> <li>• To ensure personal aids and equipment are maintained in good order and always ready for use when necessary.</li> <li>• To work flexibly as part of a rota to include early and late shifts, weekends and Bank Holidays and across services, if required e.g. Children's Home and Futures Accommodation.</li> <li>• To be part of the emergency rota to cover nights.</li> <li>• Must have or be willing to learn competency in the use of information technology (emails, internet, Word, etc.) and be able to assist children and young adults when they require support with their electronic aids and devices.</li> <li>• Enhancing children and young adult's lives by supporting the fulfilment of leisure activities, which may include hydrotherapy and swimming.</li> </ul>	
GENERAL	

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- Understanding and abiding by health & safety guidelines and ensuring others do the same.
- Maintain confidentiality of information regarding children and young adults at all times.
- To attend regular supervision sessions with line manager and undertake relevant training as and when required.
- Maintain excellent communication with Chailey Clinical (part of Sussex Community NHS Foundation Trust) at all times.

### CHILDREN'S HOME

- Supporting children and enabling them to achieve learning outcomes in line with their Individual Education Programme.
- Liaising with school staff as necessary.
- Enabling children to participate in a range of enjoyable activities.

### FUTURES ACCOMODATION

- Supporting young adults to gain skills and knowledge in order to be able to make informed choices and map a range of options for their future lives.
- Encouraging development of social and life skills, as well as participation in the wider community, as far as possible.

### PERSON SPECIFICATION – SUPPORT WORKER

KNOWLEDGE & EXPERIENCE	ESSENTIAL	DESIRABLE
Having a basic understanding of the care and support needs of people with physical disabilities and respecting them as individuals	✓	
Experience of working with children and/or adults with disabilities		✓
Able to speak and understand English so as to be able to communicate with people with a disability	✓	
Good basic understanding of Maths, English and IT	✓	
Commitment to work towards recognised qualification	✓	
NVQ Level 3 (or equivalent) or willingness to undertake training to achieve the Level 3 Diploma in Health and Social Care	✓	
SKILLS AND ABILITIES		
Willing to learn to communicate in different ways to be understood by young adults	✓	
Able to support children and young adults to participate in a range of activities	✓	
Willing to attend specific training and then set up gastrostomy feeds for children and young adults	✓	
Willing to attend specific training and then undertake the preparation and administration of medication		✓
QUALITIES		
Physically able to undertake daily manual handling of children and young adults	✓	

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Positive attitude towards diversity in general and specifically towards the rights, independence, inclusion and choice for children and young adults with complex needs	✓	
<b>SPECIAL CONDITIONS</b>		
Full manual driving license valid for UK		✓
Willing to work shift work including evenings, weekends, and public holidays	✓	
Willingness to drive the Foundation vehicles including minibuses		✓