

## Job Description

Function:	Adult Services
Job title:	Support Worker
Reports to:	Team Leader / Senior Support Worker

### Main purpose of the job

To actively promote the personal development and independence of individuals within our services through a holistic and person-centred approach, providing daily support in everyday living tasks and encouraging opportunities for greater community access and participation.

### Main duties / responsibilities

- Work in partnership with professionals to provide a strengths-based, outcomes-focussed approach for all individuals;
- Act in the best interests of the person supported and undertake all duties with a focus on providing a high quality, safe, caring and compassionate service;
- Work with colleagues co-operatively and participate in creating a culture which is supportive, inclusive, accepting of difference and permits all individuals to have an equal voice;
- Progress technical skills, knowledge and experience to expand professional competency, which will/may include attending training and staff meetings on days which fall outside of your normal working pattern;
- Maintain good working relationships with families, relatives, advocates, professionals and other external bodies to support a positive image of Autism Anglia;
- Recognise the aspirations of the individuals we support and enable them to work towards achieving life goals, empowering choice and personal decision-making, including the management of risk;
- Ensure the quality of support given meets the identified needs, and that all relevant documentation is regularly reviewed, evaluated and amended as necessary;
- Ensure colleagues are fully informed and kept up to date with the needs of the people we support through effective and clear channels of communication;
- Know, understand and work within Safeguarding of Vulnerable Adults procedures ensuring all concerns are acted on and dealt with according to policy and procedure;
- Keep up to date clear and accurate records and support plans/risk assessments to reflect the individual's requirements;

# Enhancing the lives of autistic people



- Act as a keyworker ensuring that the individuals' needs, wants and aspirations are identified and that their support plans reflect these;
- Engage in regular communication with Team Leader/Senior Support Worker and ensure all achievements and concerns are discussed and solutions implemented with the involvement of the individual, as appropriate;
- Support behaviours which may be unpredictable and at times physically, mentally and emotionally challenging, using recognised Positive Behaviour Techniques, ensuring safety is paramount in all situations;
- Participate in supervision and debriefing to ensure safe practice, continued professional and personal development and reflective learning;
- Actively participate in the planning of appropriate transition plans;
- Prepare for, provide written reports (as required) and attend multi-disciplinary team meetings i.e. Annual Review Meetings, Person Centred Planning Meetings and best interest meetings, MDT Assessment Meetings, MDT update meetings and other therapy team meetings;
- Develop an awareness of external influences i.e. Care Quality Commission, Autism Alliance, legislative and regulatory requirements;
- Ensure the safe administration of medication and associated record keeping and as appropriate receipt and storage in accordance with policy and procedures;
- Maintain the dignity, respect and privacy of the person supported when assisting them with personal care, health and hygiene related activities with a focus on developing daily life skills;
- Enable and support the individual/s in a wide range of activities which may involve sport, leisure, cultural and recreational activities including day trips, short breaks or holidays;
- Carry out multi-disciplinary tasks and actions relating to the people we support in liaison with members of the CaTS team as required by your line manager. This may include communication support tasks, psychological monitoring, or intervention tasks and sensory support tasks;
- Engage with clinical governance activities as required, such as monthly audits, record keeping, incident forms, quality questionnaires or surveys;
- Undertake an average of one sleep-in per week and work alternate weekends; this is dependent on operational needs and service area staffing levels and will be varied where necessary, therefore a degree of flexibility is required. You may also need to fulfil these requirements by working in other service areas;
- Carry out and undertake other tasks additional to those listed above according to the needs of Autism Anglia and in line with the competencies and skills of the jobholder;
- Represent Autism Anglia, if required at public events, and share examples of good practice within your area of work;
- Take personal responsibility and act within the spirit, principles and values of the Charity.

## Person Specification

### Education and qualifications

Essential	Desirable
Level 2 Diploma in Health and Social Care or willingness to achieve	Clean driving licence with at least two years driving experience
Up to date Care Sector Mandatory Training or willingness to achieve	Care Certificate

### Knowledge and Experience

Essential	Desirable
Following policies, procedures and working instructions	Working with individuals with an autistic spectrum condition
Being able to adapt and be flexible to changing demands and requirements	Working within health and social care services
Working with others in a team environment and individually	Administration and administering of medication

### Personal Skills and Qualities

Essential	Desirable
An aptitude and empathy for working with autistic people, understanding and responding appropriately to their needs	Commitment to progressing career through ongoing professional and personal development
Ability to maintain accurate records	Wider community interests / volunteering
Ability to work as part of an effective team and as required lone working	
Emotionally and physically resilient, ability to learn and practice effective management of challenging behaviours	

# Enhancing the lives of autistic people



Ability to make clear decisions and demonstrate how these were reached	
Have a clear sense of responsibility and working with integrity, compassion, respect, cooperation and diligence	