

Job Title:	Support Worker
Responsible To:	Supported Living Service Manager

1. Job Summary

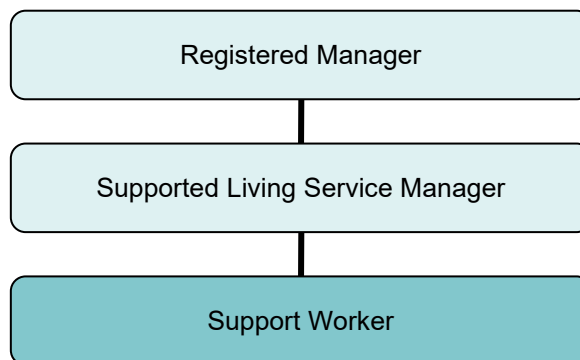
Kisharon Langdon seeks to provide support to enable young Jewish adults with learning disabilities to determine and maintain a lifestyle of their own choosing which affords dignity, fulfilment and individual status and maximises their potential for independence in the wider community.

Kisharon Langdon seeks to empower and enable people to enjoy lifestyles, which are age, culture and need appropriate.

The postholder will be required to work individually and as part of a team to:

- Support and enable Individuals to live as independently as possible.
- Support and assist Individuals to develop new and existing skills.
- Facilitate employment opportunities.
- Assist and support individuals to enjoy an active social life.
- Promote and enable Individuals to attain and maintain good health.
- Promote and facilitate the personal safety of all Individuals.
- Enable Individuals to form relationships and wider social networks.
- Promote and support lifelong learning opportunities.
- Support Individuals to observe Jewish Culture.

2. Organisation Chart



3. Key Tasks

- To assist and support in the provision of social, health, and personal care to our members.
- To assist in supporting our members in designing and developing their support/care plans and reviews.
- To assist and support members to achieve goals that link to the Kisharon Langdon Mission.
- To contribute to the monitoring of members progress, assessment and maintain records.
- To actively contribute in the team Planning process.
- To attend and contribute to team meetings, supervisions and appraisals.

- To be responsible for reading and working within Kisharon Langdon policies & procedures, with particular regard to the Jewish Ethos and Culture.
- To work in a flexible manner working five days over a seven day rota which will involve working early and late shifts, including sleep in's, weekends and bank holidays in accordance with member need.

4. Operational Tasks

- To support members as directed to develop their practical skills to live as independently as is possible.
- To key work for an Individual and assist in the devising of support/care plans.
- To attend meetings and contribute to assessments and reviews and members progress as required.
- To assist and support members in designing and developing support/care plans commensurate to their needs and chosen lifestyle.
- To assist and support members in choosing and organising an annual vacation and provide appropriate support during the vacation in line with Kisharon Langdon's Activity Procedure.
- Monitor and record household and personal finances in line with Kisharon Langdon Policy and Procedures.
- To support members to maintain a high level of cleanliness and hygiene in their home, in line with the Kisharon Langdon audit process.
- To identify, and report any shortfalls in maintenance, poor hygiene and cleanliness.
- To support the personal care needs of members where necessary and appropriate, affording dignity, respect and privacy.
- To support, as directed the health & safety of members by providing consistent and continuous support whilst maintaining sound working practices in line with the C.Q.C and Safeguarding to ensure the welfare, safety and protection of Individuals within their own home and the wider community.
- To maintain accurate records as required, being able to communicate clearly in English, using IT equipment where available and practical.
- To proactively liaise with and advise the Supported Living Service Manager and other team members as appropriate.
- To support members as directed to prepare, develop and enhance their employment skills and increase their opportunities in the workplace.
- Encourage social inclusion by supporting the people who use our service to build and develop confidence and life skills.
- To proactively liaise with parents, outside agencies, medical & health care professionals, social workers etc when required.
- To assist with the home's catering needs and to be aware of Kashrut, healthy eating and basic food hygiene practices.
- To support and encourage all members with their religious beliefs and at a level that is appropriate and in line with Kisharon Langdon Policy.
- To ensure compliance to all Kisharon Langdon policies and to have particular regard to Equality and Equal Opportunities, Religious Observation and Jewish protocols in daily living.
- To support members to develop their practical skills to socialise within the Jewish Community, as well as within wider UK society.
- To escort members, safely and in line with Kisharon Langdon Policy & Procedure, by various forms of transport both within and outside of the UK.

- To support and assist Individuals with medical/health appointments and subsequently any support needs, including the ordering and administering of medication subject to appropriate training.
- To engage in staff training and supervision arrangements as directed by and agreed with the Line Manager and to participate in performance review and appraisal in line with Kisharon Langdon policy.
- To inform the Line Manager of any service deficiencies, omissions or errors in a timely and appropriate manner.
- To communicate concerns relating to the safety and wellbeing of members and/or colleagues to the Line Manager in a timely and appropriate manner.
- To maintain the standards set by the Care Act 2014 for social care workers and employers.
- To undertake any other tasks deemed relevant to the job purpose as directed by and agreed with the Line Manager.

5. Key Values

In addition to undertaking the duties as outlined above, the post holder will be expected to adhere to the following:

- **Organisational Values**
To behave in accordance with the organisation's values.
- **Equity & Diversity**
To act in accordance with the Organisations Equity & Diversity Policy, which is designed to prevent discrimination of any kind.
- **Health & Safety**
Ensure that all duties are carried out in line with the Organisation's Health & Safety Policy.
- **Risk Management**
Responsible for reporting complaints, incidents and near misses through the appropriate reporting procedures.
Responsibility for attending health & safety training as required.
Responsibility for assisting with risk assessments.

6. Note

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks. Kisharon Langdon reserves the right to alter the content of this job description to reflect the changing needs of the organisation but is a correct reflection of the main duties of the post at the time of writing.

7. Acceptance

I agree to undertake the duties of the job in accordance with the above.

Signed: (Post Holder)

Name: (Print)

Date:

Signed: (Line Manager)

Name: (Print)

Date:

This document is to be signed and returned to the HR Department on your appointment and/or at the review point for Kisharon Langdon Job Descriptions. The signed copy will be retained on your Personal File.

PERSON SPECIFICATION

Support Worker

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to GCSE level with grade A-C / 4-7 in Maths & English. 	<ul style="list-style-type: none"> Level 2/3 Diploma in Health & Social Care or committed to achieving the required level.
Knowledge & Experience	<ul style="list-style-type: none"> An understanding of professional boundaries and positive attitude to working. 	<ul style="list-style-type: none"> Previous experience of working with adults with learning disabilities, physical disabilities, or mental health.
Communication & People Skills	<ul style="list-style-type: none"> Strong interpersonal and communication skills. A passion for empowering vulnerable and socially excluded people to achieve their aspirations. Motivated, enthusiastic and client-focussed to help shape the delivery of the service in a person-centred way. 	<ul style="list-style-type: none">
Organisation Skills	<ul style="list-style-type: none"> Have good written English skills to complete the required paperwork. 	<ul style="list-style-type: none">
Specialist Skills	<ul style="list-style-type: none"> Demonstrable ability to meet a wide range of client needs, including managing behaviours that can challenge, personal care tasks and administration of medication. An awareness of vulnerable adults and young people's protection issues. 	
Other	<ul style="list-style-type: none"> Candidates should indicate an acceptance of and commitment to the principles underlying Kisharon Langdon's Equity & Diversity and Health & Safety Policies. Commitment to equal 	

	<p>opportunities and anti-discriminatory practice.</p> <ul style="list-style-type: none">• Flexibility to work irregular hours, such as early mornings, evenings, weekends and sleep-in shifts.	
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VERSION CONTROL

Date	Note	Person
January 2004	JD Created	
January 2007	Reviewed	
January 2008	Reviewed	
January 2009	Reviewed	
September 2009	Reviewed	
September 2010	Reviewed	
September 2011	Reviewed	
September 2012	Reviewed	
July 2017	Reviewed and updated with Care Act.	Andrea Page
November 2022	Reviewed and updated use of individual to member. Put into new template.	Eleri Russell