

Support Worker

Job Description

Reports to: Service Manager

Location: Adult Services – Supported Living

Kisharon Langdon is a charity that offers a broad range of education and support for children and adults with learning disabilities and special needs.

Our vision is:

That people with learning disabilities and autistic people are supported to thrive.

And to facilitate this, our Mission is:

To offer outstanding life opportunities so that people we support can live as independently as possible, reach their potential and contribute as equals in our Jewish community and beyond.

Kisharon Langdon will provide relevant training and supervision to ensure all staff are competent and confident in developing their skills and knowledge around delivering effective and efficient self-managed Teams.

JOB PURPOSE:

To work individually and as part of the Supported Living Team to:

- Discuss, explore and understand people's strengths, passions and interests, using this knowledge to help co-produce flexible and responsive support for individuals' needs. Working in this way removes hierarchy, keeping decisions closer to the people themselves and reducing unnecessary costs.
- Co-produce and develop person-centred support, enabling people to have control over their own lives by maximising their independence, promoting and supporting people to achieve their full outcomes including independence, choice and community presence.
- Comply with policies and procedures set by the organisation and regulatory bodies, such as the Care Quality Commission and the Local Boroughs.

www.kisharonlangdon.org.uk

Joint Chair Nicholas Doffman and Philip Goldberg

Trustees Emma Castleton, Stephanie Cooper, Nigel Henry, Paul Joseph, Corrin Kaye, Daniel Klein, Claire Lemer, Yitzzy Lerner, Andrew Loftus, Benjamin Miller, Karen Phillips, Richard Levy

Kisharon Registered Charity No. 271519 • Langdon Registered Charity No. 1142742
 Kisharon Langdon is a company limited by guarantee incorporated in England and Wales No 14988804.
 Registered Office: 1st Floor, 333 Edgware Road, London, NW9 6TD



MAIN TASKS:

- Provide support for the people we support in line with their individual, person centred support plans.
- Support the people we support in maintaining their emotional, physical, spiritual, cultural and psychological wellbeing.
- Work with the Team to agree and set the Rota ensuring a person centred way.
- Enable the people we support to utilise community facilities and services.
- Uphold and promote the rights, dignity, respect and choice of the people we support.
- Coach, enable and assist the people we support to develop new skills.
- Participate in and enable the people we support to complete household tasks including cleaning, tidying, laundry, supporting individuals to plan meals, shop, cook, budget appropriately.
- Actively participate in and enable the people we support to carry out their activities according to their personalised programmes.
- Assist the people we support in promoting new friendships and maintaining relationships with family, friends and the local community.
- Support and safeguard the people we support in the management of their finances as appropriate
- Ensure effective relationships are developed and maintained with relevant services and professionals, including health services.
- Maintain records consistent with legal requirements of the service.
- Act in accordance with Health and Safety, Equal Opportunities, Confidentiality and other policies.
- Attend and contribute to team meetings, supervisions and appraisals.
- Promote and safeguard a Jewish Ethos and Culture.
- For the people in Supported Living - be prepared to work flexible hours over a week depending on the need of the person supported.

JOB ACTIVITIES:
Working with the people we support to:

- Find out what is important to individuals and help them make choices by providing information in an appropriate and person centred way. Discuss your ideas for improvement with the person supported, and with the Supported Living Team – both colleagues and managers.
- Support and encourage the individual's religious beliefs and seek opportunities to socialise and develop relationships in the Jewish Community and wider community.

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- Help the individual understand and manage the risks in everyday life and provide consistent support in line with Safeguarding Principles to ensure the welfare, safety and protection of individuals within the Kisharon Langdon premises and the wider community.
- Support the personal care needs of individuals where necessary and appropriate, affording dignity, respect and privacy.
- Assist and support individuals with medical/health needs, including maintaining a high level of cleanliness and hygiene, and the administering of medication subject to appropriate training.
- Promote healthy lifestyle choices including balanced diet and exercise.
- Provide assistance to enable the individual to participate and develop their practical skills to live as independently as possible, whilst supporting them to maintain a high standard of living.
- Maintain the standards set by the General Social Care Council – CODES OF PRACTICE for social care workers and employers. (A copy of the Code of Practice will be supplied with this document on confirmation of the employee's appointment).
- Support individuals as directed to develop and enhance their skills to increase their opportunities of employment.
- Complete paperwork as and when necessary, e.g., filling in MAR sheets, recording discussions from meetings, filling in petty cash sheets etc.
- Conduct key working sessions and attend other meetings on request.
- Comply with any procedures as legislated by the Care Quality Commission and directed by your line manager

WORKING AS PART OF A TEAM TO:

- Maintain effective working relationships and proactively liaise with and advise the Support Manager/Team Leader and other team members.
- Attend all team meetings and contribute to assessment/reviews and or individuals' progress as required.
- Engage in staff training and peer supervision as directed by and agreed with the Service Managers/Team Leaders and to participate in performance review and appraisal in line with Kisharon Langdon policy.
- Inform the Service Manager/Team Leader of any service deficiencies, omissions or errors in a timely and appropriate manner.
- Communicate concerns relating to the safety and wellbeing of individuals and/or colleagues to the Service Manager/Team Leader in a timely and appropriate manner.

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- Maintain effective communications with staff, parents and families by maintaining accurate records and reports, including handovers at every shift, daily logs and other documentation.
- Provide staffing cover as required by managers, and to be the responsible person on duty.
- Respect confidentiality for everyone.
- Working with multi professional individuals and teams such as physiotherapists, speech and language therapists etc.

OTHER DUTIES:

- Ensure the service is always delivered with respect and commitment to equal opportunities.
- Ensure that fire, and health and safety requirements are complied with and areas of risk identified.
- Undertake any other duties consistent with the objectives of the post as required by managers.
- Complete all required training by e-learning or attending training courses.
- Take responsibility for your professional development as a support worker and be willing to learn new ways of working.
- Undertake to abide by and support the Kisharon Langdon religious policy.
- Value the rights of people with a learning disability and understand the needs of people with a learning disability.
- Be committed to delivering a 'person centred' programme.
- Find solutions to challenges.

NB: Because the duties may involve close physical contact and providing personal hygiene and intimate physical care support, the post may be restricted to either male or female applicants as appropriate.

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The Jewish Learning Disability & Autism Community

Support Worker
PERSON SPECIFICATION

	Essential	Desirable	How this will be measured
Relevant Experience			
Experience of working with people with learning disabilities.		X	Application form Interview
Experience of caring for people (paid or volunteer).	X		Application form Interview
Qualifications			
Achieved or working towards NVQ/QCF in Health & Social Care level 2, Care Certificate or equivalent experience. N.B. Salary level reflects qualified/unqualified status. To be recognised by Kisharon Langdon, the qualification awarding body must be recognised by Ofqual.	X		Application form Qualification certificates
First Aid Training.		x	Qualification certificates
Basic Food Hygiene Certificate.		x	Qualification certificates
Knowledge and Understanding			
Knowledge and experience of epilepsy.		X	Interview
Knowledge and understanding of Valuing People.	X		Interview
Knowledge and undertaking of good care practice and acceptable risk taking.	X		Interview
Understanding of the principles of equal opportunities & anti discriminatory practices.	X		Interview
Understanding of the importance of attending and participating actively in regular supervision with peers and managers.	X		Application form Interview Probation period
Understanding / awareness of or willingness to learn about Jewish culture.	X		Application form Interview
Knowledge of Health and Social Care Act.	X		Interview
Skills and Abilities			
Ability to deliver 'person centred' programmes	X		Interview

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	Essential	Desirable	How this will be measured
The ability to work flexibly with unsocial hours on a rota basis according to the individual needs of the people we are supporting.	X		Application form Interview Probation period
Lone working with people we support according to their individual needs in the local and wider community.	X		Interview Probation period
Work collaboratively with Team / managers to support individuals according to their needs.	X		Interview Probation period
Ability and willingness to provide personal toilet, hygiene & care support including intimate care and to undertake manual handling.	X		Application form Interview
Ability to communicate effectively both orally and in writing, with other staff, people we support, parents/families and other professionals.	X		Application form Interview
Ability to be self-motivated, use personal & creative initiative and judgment within the Supported Living Team Framework.	X		Application form Interview
Good numeracy and literacy skills.	X		Application form
Ability to work well under pressure.	X		Interview Probation period
Ability to show empathy and understanding towards people we support.	X		Application form Interview
Ability and willingness to develop the support plan and participate in specific educational, employment and recreational activities to ensure the individual needs of the people we support are fully met.	X		Application form Interview
Ability to participate in household tasks / independent living skills.	X		Application form Interview
Ability to participate in the preparation of meals.	X		Probation

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Ability to respond appropriately in accordance with Kisharon Langdon policy to challenging behaviour.	X		Interview Probation
Strict adherence to our policy and legal obligations regarding confidentiality.	X		Application form Interview
Ability to deal with stressful situations.	X		Probation period
Committed to personal development.	X		Probation period
Reliable and Trustworthy.	X		Probation period
Current full driving licence and have never been disqualified		X	Application form Interview

KISHARON LANGDON IS COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. AN ENHANCED DBS CHECK IS REQUIRED FOR THIS POSITION.

This job description has been received and agreed by:

Name: _____

Signature: _____

Date: _____

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