



Frances Taylor Foundation

DIGNITY AND RESPECT FOR THE INDIVIDUAL



JOB DESCRIPTION

Job Title:	Support Worker (SW)
Salary:	£15,739 – £15,936 subject to qualifications
Service:	Sefton Supported Living
Responsible to:	Team Leader
Responsible for:	No staff

Purpose of the job: To support people to enable them to make choices, participate in activities and achieve their potential in life, and also to offer high standards of personal care to ensure people's health, comfort and well-being is ensured.

Main duties and responsibilities:

1. Establish and maintain relationships with people we support that compliment and contribute to their support programmes, creating a pleasant environment in which to live or participate in.
2. Ensure reporting and recording requirements are maintained and contribute in developing and reviewing Care Plans, attending review meetings as necessary. Ensure all person centred plans are centred around the people we support and they are involved in this process.
3. Support people with, and/or to administer prescribed medication as detailed in their health care action plan following policy guidelines by receiving medication training that is a level 2 qualification.
4. When required to complete paperwork, use all appropriate forms, tools and resources and complete them carefully and correctly and at the right time.
5. Support people in their personal care (e.g. toileting, washing and bathing) enabling as much independence as possible, whilst ensuring high standards of personal hygiene and safety. Maintaining dignity and respect at all times.
6. Support and enable people we support in the planning, preparation, cooking and eating of food enabling as much independence as possible, whilst ensuring food hygiene and safety standards in the kitchen are maintained at all times.

7. Support people we support with their emotional, physical, mental and spiritual needs, being alert to changes or deterioration in their condition and taking appropriate action, as necessary.
8. Support and enable people we support in their financial affairs including ensuring all benefits are received at the appropriate time if applicable.
9. Enable people we support in the daily management of their household tasks and other home environment routines, ensuring health and safety standards are maintained at all times.
10. Support and enable people we support in developing and maintaining effective communications with family, friends, their GP and other professionals and arranging transport and escorting to appointments.
11. Raise concerns using the appropriate Frances Taylor Foundation channels, particularly in relation to the safeguarding of vulnerable people using the Organisation's policy and procedures.
12. Enable and support people in our care to engage in activities tailored towards development. Offering them choice, helping them to access suitable facilities within the local community or elsewhere, as appropriate.
13. To work with others to embed the person centred practices into service delivery.
14. Attend and contribute to meetings and training events, including the post holder's own supervision and appraisal meetings, as part of self and service development.
15. Maintain confidentiality regarding all aspects of people's affairs and management of the service.
16. Work within the framework laid down by the Care Quality Commission and statutory authorities.
17. Provide support and care to people to enable them to make choices, participate in activities and achieve their potential in life.
18. Carry out these and any other duties as reasonably required in accordance with the Foundation's policies and procedures, in particular those relating to health and safety.

Signed: Date:
 Post holder

Signed: Date:
 Line Manager