



# Frances Taylor Foundation



DIGNITY AND RESPECT FOR THE INDIVIDUAL

## CORE JOB DESCRIPTION

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<b>Job title:</b>	Support Worker	<b>Grade:</b>	B/C
<b>Service:</b>	Liverpool Adult Services		
<b>Responsible to:</b>	Team Manager		
<b>Responsible for:</b>	No staff		

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**Purpose of the job:** Provide support and care to clients that enable them to make choices, participate in activities and achieve their potential in life.

### Core duties and responsibilities:

Provide support and care to clients that enable them to make choices, participate in activities and achieve their potential in life.

### Main duties and responsibilities:

1. Establish and maintain relationships with clients that compliment and contribute to their support programmes, creating a pleasant environment in which to live.
2. Support clients in their personal care (e.g. toileting, washing and bathing) enabling as much independence as possible, whilst ensuring high standards of personal hygiene.
3. Support and enable clients 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.
4. Support clients with their emotional, physical, mental and spiritual needs, being alert to changes or deterioration in their condition and taking appropriate action, as necessary.
5. Support and enable clients in their financial affairs, ensuring all benefits are received at the appropriate time.
6. Enable clients in the daily management of their household tasks and other home environment routines, ensuring safety standards are maintained at all times.
7. Support and enable clients in developing and maintaining effective communications with family, friends, their GP and other professionals and arranging transport and escorting to appointments.

8. Enable and support clients in undertaking activities of their choice, helping them to access suitable facilities within the local community or elsewhere, as appropriate.
9. Ensure reporting and recording requirements are maintained and contribute in developing and reviewing Client Plans, attending review meetings as necessary.
10. 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.
11. Maintain confidentiality regarding all aspects of clients' affairs and management of the service.
12. 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