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| Job Description |
| Support Worker |
| <p>Introduction</p> <p>Autism Initiatives is committed to working in partnership with service users, their families, commissioners and others to provide a specialist, autism specific, person centred and outcome focussed service for people with autism spectrum conditions.</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> • Work in the context of Autism Initiatives' Vision, Mission and Philosophy and to use our 'Five Point Star' approach in order to support service users in achieving their goals. • Work to develop their abilities in line with the Autism Initiatives Competency Framework. • Recognise the positive abilities of service users and support our shared belief in life-long learning. • Adhere to the Autism Initiatives' Code of Conduct and the General Social Care Council's Code of Practice, showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times. |
| <p>Location / department</p> <p>Support Workers may be recruited for specific locations and service users, and <i>will also be required to work at other locations, either temporarily or permanently.</i></p> |
| <p>Line Manager</p> <p>Support Workers are managed and supervised by the Service Manager where they are located.</p> |
| <p>Main Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Specifically take account of the choices, needs and wishes of each service user, involving service users in their own plans and day to day decisions. 2. Take personal responsibility for learning about each service user and the way autism affects them; for 'listening' to the individual; and for reflecting on own practice to continuously develop their own knowledge and skills. 3. Maintain service user confidentiality at all times. 4. Develop person centred working relationships with service users, carrying out Key Worker responsibilities in a professional manner. 5. Support service users in their daily lives through: <ul style="list-style-type: none"> • Assisting them to develop and maintain a high standard of personal hygiene and appearance • Supporting them to make appropriate choices regarding their nutritional needs. • Administering medication in accordance with their needs and taking full account of the Medication Policy and Procedures • Accompanying them to the dentist, doctor, hairdresser, and other appointments as appropriate. |

- Reporting to managers *any* concerns regarding the service user's welfare including health and safety issues
- Supporting them in their basic care needs such as bathing, dressing, shaving, and assisting them to learn self care and with direct support where required
- Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with individual service user's interests, choices and needs.
- Accompanying service users on trips and holidays away
- Ensuring the home environment is secure, clean and well presented, undertaking domestic chores and relevant checks as necessary
- Adhering to all safeguarding requirements and any procedures aimed at the protection of vulnerable adults.
- Using 'Positive Intervention Support Planning' to support service users in managing their own challenging behaviours
- Understanding the importance of a service user's working file and plans, and using these effectively and professionally to inform practice on a daily basis.
- Recording accurately and professionally in line with national standards, Autism Initiatives requirements and the Five Point Star approach.
- Attending and participating in all meetings as required including Supervision and Appraisals.
- Working with managers to identify needs and access relevant learning and development opportunities and share that learning with others.
- Working as part of a team, sharing responsibility fairly and being supportive of others.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description, have to be undertaken.

These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work.

The job description may also be reviewed in light of changing service needs or developments in consultation with the post holder.

Date reviewed: Nov 2013

| Person Specification |
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| Support Worker |
| <p>Essential</p> <ul style="list-style-type: none"> • A willingness to learn and interest in continuous learning • Recognising people have different ways of communicating • Ability to work with other people • Ability to work on your own initiative and be pro-active in your approach • Ability to understand the concept of 'support' as being different to 'care' • Ability to understand that everybody is different and acknowledging the expertise of the service user • Adaptability in your approach to change • Attention to detail • Must hold a full, clean driving licence |
| <p>Desirable</p> <ul style="list-style-type: none"> • Level 2 Qualification in Health and Social Care (You will be required to work towards this following your induction) |
| <p>Other</p> <p><i>Personal Attributes:</i></p> <p>Empathy, Non Judgemental, Maintain professionalism, Resourcefulness, Flexibility, Motivation to learning and improve professional skills</p> <p><i>General:</i></p> <p>Prepared to work evening and weekends on a rota basis to include sleep in duties</p> |
| <p>Date reviewed: January 2014</p> |