JOB DESCRIPTION

Job Title: Temporary Support Worker (6 months)

Location: Willowbrook, 5 Willow Brook Lane, Coleraine, BT52 1ET

Council: Social Witness (Disability Services)

Salary Scale: £13.24 - £13.37 per hour with QCF level 2 Health & Social Care

Hours: 20 hours per week (sleep-in duties required and are in addition to 20 hours) Shifts: 8.30am – 6.30pm, 3.30pm – 11pm, 7am – 9.30am

Responsible to: Project Manager

MAIN FUNCTION OF JOB

To assist with the provision of a programme of care and support which gives tenants the opportunity to mature and develop to their full potential. The post holder must be committed to working within the Christian ethos of Willowbrook.

BACKGROUND INFORMATION

Willow Brook is a supported housing scheme for adults with a learning disability. It accommodates 9 tenants, 3 of whom reside in single bungalow units. The remaining 6 tenants reside in two larger buildings.

RESPONSIBILITIES AND DUTIES

SUPPORT FOR TENANTS

1. To ensure tenants receive appropriate assessment, training and support to develop skills and attitudes, in achieving the outcomes of their Personal Centred Plans.
2. To support each tenant, where required, in all aspects of home life and participation in the community and to work with other staff to implement programmes that will enable each client to become more independent.
3. To support tenants with personal care, as appropriate, ie. bathing, washing, feeding, medication needs and access to relevant health care. (Meeting these needs may involve manual or aid assisted lifting of tenants).
4. To support tenants in maintaining and developing a variety of relationships.
5. To support tenants in cooking, cleaning, gardening, laundry, ironing and household tasks to an appropriate standard.
6. To support tenants in a range of leisure activities and services according to individual choice.
7. To be a key worker to tenants according to their needs and wishes.
8. To provide spiritual support to tenants according to their needs and wishes, including enabling participation in congregational life and assisting with personal devotions.

9. To be sensitive to the spiritual, physical, intellectual, emotional and social needs of each tenant and respond appropriately to meet these needs.
10. To carry out daily living tasks on behalf of tenants, when they are unable to do so for themselves.
11. To be an effective advocate for each tenant and encourage self-advocacy where possible.
12. In the absence of Senior Staff, to be the responsible person on duty, complying with Willow Brook policies and procedures to ensure the well-being of tenants.
13. To work within PCI/Council for Social Witness policies and procedures and relevant legislation.
14. To develop and promote good working relationships with staff, tenants, professional bodies and other service users.
15. To work such hours as necessary, which may include sleep-in duties, working during week-ends and/or Bank Holidays.
16. To promote and maintain effective communication with professional bodies/parents/guardians and the local community.

ADMINISTRATION

1. To keep accurate records of significant events in the lives of tenants and to prepare written reports when required.
2. To maintain appropriate confidentiality in respect of information relating to tenants, in accordance with Willow Brook policies and procedures.
3. To identify and report any maintenance and/or security issues linked to the building and equipment.

TRAINING

1. To attend staff meetings and training sessions as required.
2. To maintain a personal awareness of new methods and developments appropriate to the needs of the tenants and staff.

ANY OTHER DUTIES

To undertake any other relevant duties which may be required of the post.