

PERTHYN

**JOB DESCRIPTION**

**SUPPORT WORKER (Residential)**

Salary: **SSP 6 – 11 (£14,487 - £16,511 )**

Location: **St. Clears**

Responsible to: **Unit Manager**

Job purpose:

**To provide quality care to the residents ensuring that they are supported in achieving their aims and goals.**

Principal duties and responsibilities:

1. Promoting a warm, flexible, relaxed, secure and homely environment for the tenants of the house, and to encourage the tenants to regard the house as their home in the fullest sense of the word.
2. Ensuring that tenants are enabled to fully express their individuality and determine for themselves their personal daily routines. Assisting the management Team in the planning for this.
3. Encouraging and assisting tenants and staff in planning for balanced and healthy eating, always mindful of individual likes and dislikes and dietary requirements.
4. Working with the Management team, tenants, parents, carers and involved professionals, prepare and implement care plans and group training programmes so that tenants can develop their skills to full potential for independent living.
5. Supervising tenants in taking of prescribed medication. Supporting staff to learn different medications and their uses.
6. Being prepared to work flexibly so that trust and confidence is built up and smooth integration is assured. This flexibility will extend to working, if necessary, in other Perthyn houses.
7. Co-operating with the management team in familiarising themselves with all financial and administrative systems involved in the running of the house.

8. Taking responsibility, when authorised, for confidential documents, petty cash, chequebooks, pension books, drugs and any items for safekeeping.
9. Taking advantage of regular supervision sessions by the management team, attending periodic team meetings and Senior Meetings, raising queries and issues of concern and contributing to increasing the standard of caring and approaches to achieving normal patterns of living for those who live in the house.
10. Accepting every opportunity for staff development and training after discussion with the management team.
11. Co-operating with management team over any other reasonable tasks to ensure the successful running of the house.

# PERTHYN

## EMPLOYEE SPECIFICATION

### SUPPORT WORKER (Residential)

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**CRITERIA: E = ESSENTIAL D = DESIRABLE**

#### **EXPERIENCE**

#### **CRITERIA**

- |     |  |   |
|-----|--|---|
| 1.1 | 1 year experience working within the learning disabilities field within Local Authority, Health Authority, Voluntary Agency or Private Sector. | D |
| 1.2 | Experience of working within a residential setting.  | D |
| 1.3 | Experience of working with people who challenge.   | D |
| 1.4 | Experience of monitoring care and service provided to tenant.  | D |
| 1.5 | Experience of working with the intensive support service (or similar agency)   | D |

#### **SKILLS AND ABILITIES**

- |     |   |   |
|-----|---|---|
| 2.1 | Able to advocate on tenants behalf (where necessary) with G.P's, dentist, chiropodists etc.   | E |
| 2.2 | Able to communicate effectively orally and in writing.  | E |
| 2.3 | Able to manage time effectively.  | E |
| 2.4 | Able to deal and negotiate effectively with Multi Disciplinary teams, Care Co-ordinators, Social Workers and Community Nurses.  | D |
| 2.5 | Able to implement and manage a consistent approach to management and care plans.  | D |
| 2.6 | Able to demonstrate knowledge and experience of delivering management and behavioural programmes.   | D |
| 2.7 | Able to develop staff team, sharing knowledge, passing on skills, maintaining teamwork.   | D |
| 2.8 | Able to lead staff team by example to be able to demonstrate effective strategies for supporting user participation and development in managing difficult behaviours. | D |
| 2.9 | Able to demonstrate ability to recognise tenants changing needs and differing skills and abilities.   | D |

#### **RELATIONSHIPS**

3. Ability to maintain effective working relationships with Managers, colleagues, tenants and their representatives. **E**

**KNOWLEDGE**

4. Knowledge of the “All Wales Strategy” for people with a mental handicap, and the application of its principles in terms of service provision. Understanding of the Care Standards and how to utilise these standards in your working practices. **D**

**OTHER REQUIREMENTS**

- 5.1 Must hold a current driving licence and be willing to travel as necessary. **E**
- 5.2 A willingness to undertake training as required. **E**