

Job Description

Job Title:	Female Support Worker
Responsible To:	Service Manager
Accountable To:	Operations Manager

1. Main Purpose of Post

Supporting four women with learning disabilities and autism to live as independently as possible, being engaged in their local community, swimming, cycling, walking in the woods/parks, going on DLR, cable car rides, being around nature, attending clubs, must be able to drive the person we support car with her. The successful applicant will need a full clean driving license

To support them to lead fulfilled lives and to develop their skills and confidence.

Understand what is important to and for the women.

To give each individual the support they need in the activities of their daily lives.

Support individual in looking after their home and make sure they are comfortable safe and healthy places for them to live.

Work to a rota system, which may include day, evening, weekend and Bank Holiday. You will also be required to do sleeping-in duties at night and on some occasions waking nights.

2. Main Duties and Responsibilities

To follow people's person-centred plan and support guidelines to achieve independence as far as possible in all areas of their life by providing appropriate information, opportunity, training and support.

To support them to understand, make choices and to communicate their needs, using assistive technology, accessible information and using their communication preferences.

Support them to look after their health and attend medical and other health care appointments.

Work with other team members to support the women to do their shopping, cooking, cleaning, laundry, gardening correspondence etc. and in certain circumstances to do some of these things for them.

Help them to meet their personal care needs sensitively and appropriately to a high standard, including personal hygiene.

To support the women to take any prescribed medicine, complying with the Medication policy and procedures, including storage, administering and record keeping.

To support them in managing and accounting for their money.

To support them to maintain their homes to meet health and safety standards and to meet the terms of their tenancy/License agreements.

3. Work within, and promote, the policies and procedures of Aurora Nexus service

To work in accordance with statutory requirements and Aurora Nexus service policies and procedures.

To work in a way that treats everyone equally and fairly.

Maintain confidentiality about people who use our services, staff and the Company as a whole.

4. Assist the individuals we support to present themselves as valued members of their local community.

Support the women to keep in touch with family, friends and advocates and to support people to develop new relationships and friendships.

To support them to be good neighbours and be involved in their local communities, e.g. shopping locally, going to church and participating in local events.

Where appropriate, support them to find employment and support them to carry out their duties and work with the appropriate agencies.

To support them to plan for, and to go on holidays and to provide appropriate support to people whilst they are on holiday.

5. Ensure that the rights of the people we support are always protected and respected.

Ensure that each individual is supported as far as possible to exercise their rights in the following areas: Privacy, choice, participation in decision making affecting their lives, expression of their own cultural identity, entitlement to service, feedback on the service they receive and the right to complain, protection of their property, maintaining links with family and friends.

6. Liaise with other professionals on behalf of the individuals we support.

To support them in getting the help and services they need from various professionals and agencies when necessary e.g., general practitioners, dentists, and members of the multidisciplinary teams etc.

7. Keep records and participate in administrative tasks.

Ensure that records are maintained whether in writing or digital format when receiving and updating of individual's daily records, support guidelines and person centred plan in conjunction with the Service Manager notification.

Assist and participate in the wide range of administrative tasks necessary for the smooth running of their home/service.

Follow all of the organisations financial, administrative and communication systems and keep them up to date in line with Policies and Procedures.

8. Be an active member of the staff team.

Liaise and coordinate with other team members to provide a cohesive, high quality service.

Participate in and contribute to team meetings.

Communicate openly, respectfully and honestly with other team members and the Service Manager

Share with other team members and new team members previous experience, skills and knowledge, which may be relevant to the service.

Be supportive and respectful to the people we support, colleagues and visitors.

Help cover the work of your team and other teams within Aurora Nexus during absences or when a colleague needs support

To lone work when necessary.

9. Participate in the opportunities provided for training and development.

Participate in regular supervision to: receive support, increase knowledge, identify training needs, evaluate work performance, aid and assess professional development.

Participate in an annual appraisal co-ordinated by your line manager.

Attend staff development programmes, training courses, seminars and workshops as required.

10. Any other duties.

Undertake any duties consistent with the overall purpose of the post as directed by the Operations Manager or Service Manager.