# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Support Worker

# Department: Adult Social Care and Health

# Grade: [Single Status 5](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to:

# Purpose of the Role:

**Respite, Greenwood**

Greenwood Learning Disability respite service supports adults with diagnosed Learning Disabilities from the age of 19yrs old. Greenwood is a 14 bedded respite unit which is regulated by CQC. The clients who attend Greenwood may have a range of needs including complex health needs and physical and behavioural needs. Clients may require personal care and use specialist equipment.

Greenwood seek to ensure that clients are able to maintain their independence and gain skills during their stay, and may choose to attend the day activity program available called Green Days.

Greenwood has a team of support workers, seniors and team leaders managed by the Registered Manager. The service provides 24hour support 7 days a week. The service provides 24hour support 7 days a week. Greenwood operates early, late and night shifts with weekend working.

Support Workers are responsible for meeting the care and support needs of the clients attending the service. The team support clients with their health and personal care needs as required. Support Workers also act as a key worker to a small group of clients. As a key worker you get to know the clients within your key worker group very well and liaise with carers and advocate for key clients as needed. This role includes supporting some clients who may have behaviours that can be challenging and /or complex health needs, however there is extensive training and support for all parts of the role.

# Key tasks:

1. Provide practical and emotional support to enable people to live their best life.
2. Be caring, compassionate and kind, and demonstrate the teams’ values.
3. Use a range of communication skills to support people to understand and communicate their needs and wishes.
4. Supporting people with their health and wellbeing needs which may include medication administration, personal care, and other health related tasks.
5. Understand, follow and update support related documentation to meet people’s needs.
6. Ensure day to day information is clearly and accurately recorded and monitored, and any concerns highlighted and reported in a timely and appropriate way.
7. Work in partnership with people in a wide range of roles as well as families and carers.
8. Assess individual support needs and develop plans and assess risks.
9. Coordinate reviews with key agencies.
10. Plan, develop and run sessions for a group of individuals

# PERSON SPECIFICATION

# Essential education and qualifications

* Level 1 in Maths and English or ability to pass assement as part of the selection process

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to provide support respectively and sensitively.
* Ability to have patience and understanding when providing support.
* Ability and willingness to support with medication administration, personal care, and other health related tasks.
* Ability to understand health conditions and how it can impact a client’s presentation.
* Ability to converse at ease with clients and their advocates.
* Ability to work effectively, both within the team and independently and able to judge when to act on your own initiative and when to seek guidance.
* Ability to covey information clearly.
* Ability to read and follow support related documentation.
* Ability to record information accurately
* Ability to meet the travel requirements of the post.
* Ability to meet the physical requirements to complete the role for example administer CPR and manual handling.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Ability to use a variety of technology as part of your day-to-day role, or the willingness to learn.
* Care Certificate and level 2 in Care
* Knowledge of people’s rights to accessing support.
* Knowledge of the Care Quality Commission (CQC).
* Knowledge of safeguarding and awareness of the principles.
* Experience in providing care.
* Experience and understanding of different health conditions.
* Experience in using own initiative.

**Document version control:**

Date created/amended: June 2023

Name of person created/amended document:

Job Evaluation Reference: 13342

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | Yes |
| Lone Working | No |
| Working at height | No |
| Shift / night work | Yes |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | Yes |
| Exposure to blood /body fluids | Yes |