# 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: Team Leader / Deputy Manager / Service Manager

# Purpose of the Role:

**LD Day Services - Community Outreach**

The Community Outreach Support Workers work from our Day Services and have two main elements to their work; supporting people who live independently in their own home and supporting individuals and groups of adults to access the community.

When supporting people who live independently you might be helping a person menu plan or cook a meal, organise their bills or provide emotional support.

The Community Outreach Support Workers mainly lone work within the community and need to be able to drive and have a vehicle available for work.

When supporting the day service provide activities in the community you could be supporting a group of people to participate in health and wellbeing activities in local community venues and places.

# 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.

**Addendums**

1. Assess individual support needs and develop plans and assess risks.
2. Coordinate reviews with key agencies.
3. Plan, develop and run sessions for a group of individuals

Recognising that ESCC is a large organisation with a number of over-arching priorities extending to all areas of our work, you should be aware of these Council priorities and proactively seek appropriate opportunities in your work/service area to contribute, in consultation with your line manager; in particular, but not limited to:

* Net zero emissions targets – reduce your work’s environmental impact.
* Equality, Diversity and Inclusion – contributing to an inclusive and supportive working environment.
* Making the best of our resources - ensuring awareness of the impact of what you do to maximise the use of public monies.

# PERSON SPECIFICATION

# Essential education and qualifications

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

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

1. Ability to provide support respectively and sensitively.
2. Ability to have patience and understanding when providing support.
3. Ability and willingness to support with medication administration, personal care, and other health related tasks.
4. Ability to understand health conditions and how it can impact a client’s presentation.
5. Ability to converse at ease with clients and their advocates.
6. 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.
7. Ability to covey information clearly.
8. Ability to read and follow support related documentation.
9. Ability to record information accurately
10. Ability to meet the travel requirements of the post.
11. 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

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

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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 | Yes |
| 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 |