

## County Council

### Job Description: *Kent Pathways Support Worker*

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**Directorate:** Adult Social Care and Health

**Unit/Section:** Learning Disability

**Grade:** KR6

**Responsible to:** KPS Manager

#### **Purpose of the Job:**

Provide an intensive short-term targeted intervention that assists people with a disability to regain, maintain or develop daily living skills.

#### **Main duties and responsibilities:**

- Assist individuals to develop, maintain and improve their independence in accordance with their agreed support programme. To support and encourage individuals to be as self-managing as possible in all aspects of their daily life.
- Promote social inclusion by seeking and developing opportunities for individuals within their local community. Providing encouragement and support for an agreed period of time to achieve agreed goals as stated in the support programme
- Respond to clients verbally and by physical presence, listening and supporting needs or problems in a manner which promote confidence, referring information to a senior member of staff when appropriate. Ensure the needs and aspirations of individuals play an equal and valued role in decision making.
- Undertake to administer prescribed medication and homely remedies as appropriate, for which there is professional agreement, using the correct technique at the appropriate time, in accordance with the plan of care and within standard procedures guidance
- Monitor record and contribute to the evaluation and review of individual's progress against the agreed support programme. Ensuring reports are completed in a professional and timely fashion to enable assessment of outcomes for the individuals.
- Produce records and written reports, under the supervision of senior staff, in accordance with internal and legislative requirements, which may be required for future meetings, ensuring that confidential records are stored in a safe location and correctly refiled after use.
- Promote equality for all individuals which recognises and encourage anti discriminatory behaviour, respecting confidentiality of information, recognising clients rights and choice and respecting their personal beliefs and identify and challenging discriminatory views in the community, in order to foster equality, diversity and rights.
- Identify and process any safeguarding and quality in care issues and refer on to appropriate professional to ensure that the individuals welfare is protected and the quality and standard of services provided are maintained.

- Promote health, safety and security in undertaking work activities and in the work environment, by identifying, monitoring and recording risks and by complying with internal health and safety policies and procedures and relevant legislation, to ensure the health, safety and welfare of themselves and others.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Kent Pathways Support worker*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	GCSE level education or equivalent Care certificate or equivalent NVQ III or Diploma III in Health and Social Care or willingness to work towards
<b>EXPERIENCE</b>	Experience in public, private or voluntary sectors supporting people with learning disabilities in the community
<b>SKILLS AND ABILITIES</b>	Excellent communication and listening skills  Ability to establish a rapport with service users and their carers/families  Ability to encourage and support others to be independent  Written and numeracy skills to be able to produce records and reports, and to support service users with handling money  Excellent organisational and own time management Able to work autonomously and use own initiative  Good customer care skills  Ability to complete assessments and produce support plans  IT skills, including Microsoft office  Ability to work in partnership with others  Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day if required, using car, public transport, car-sharing etc

<b>KNOWLEDGE</b>	<p>Knowledge of physical/learning disabilities</p> <p>Awareness of Valuing People now and person-centered planning</p> <p>Awareness of all relevant legislation e.g. Care Act, safeguarding, mental capacity act</p> <p>Awareness of Data Protection and confidentiality issues</p> <p>Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety</p>
<b>VALUES AND BEHAVIOURS</b>	<p><b>Open</b></p> <ul style="list-style-type: none"> <li>• Act with integrity, honesty and transparency</li> <li>• Welcome and expect change and evolving technology</li> <li>• Work in new ways</li> <li>• Be willing to learn</li> <li>• Treat people fairly and with respect</li> </ul> <p><b>Invite contribution and challenge</b></p> <ul style="list-style-type: none"> <li>• Put the interests and wellbeing of customers first</li> <li>• Be open to challenge</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Do more for yourself</li> <li>• Take personal and professional responsibility for your actions and performance</li> <li>• Focused on outcomes</li> </ul>