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| <b>Directorate:</b>    | <b>Adult Social Care and Health</b>                                    |
| <b>Unit/Section:</b>   | <b>Disabled Children, Adults Learning Disability and Mental Health</b> |
| <b>Grade:</b>          | <b>KSD</b>                                                             |
| <b>Responsible to:</b> | <b>Service or Team Coordinator</b>                                     |

**Purpose of the Job:**

Assist in meeting the needs and aspirations of people with learning disabilities to achieve their individual outcomes and personal goals. Provide individuals with encouragement, support and assistance; promoting social inclusion, including their rights and choices, to enable people with learning disabilities to live more independent and fulfilled lives.

**Main duties and responsibilities:**

- Assist people with learning disabilities with all physical and personal care needs, in accordance with the agreed support plan. Promoting choice, independence, ensuring dignity and respect whilst supporting the individual's health and social wellbeing.
- Promote social inclusion for people with learning disabilities to identify, source, coordinate and access activities to participate in their local community. Encouraging and supporting individuals to widen their social experiences.
- Communicate effectively by responding to individual's identified preferred method of communication. Listen to and support individuals in their decision making, in order to respond to individuals' needs and aspirations.
- Encourage and support self-medication and 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 individual support plan and within County Council policy.
- Develop, implement and monitor individual Support Plans, ensuring regular assessment and recording takes place, taking responsibility for leading the evaluation of an individual's progress towards their outcomes and goals. Ensuring that confidential records are stored in accordance with County Council policy.
- To recognise people with learning disabilities' have rights and choices; while respecting their personal beliefs. Identify and challenge discriminatory views, in order to foster equality, diversity and rights. In accordance with County Council policy.

- Promote health, safety and security in undertaking work activities and in the work environment, taking responsibility for monitoring, reporting and recording risks through risk assessments in order to comply with internal health and safety policies and procedures and relevant legislation, to ensure the health, safety and welfare of themselves and others.
- Assist people with a learning disability to travel locally, by accessing public transport, or by driving/escorting service vehicles, to ensure a safe journey. In accordance with County Council policy.
- Accountability for identifying and reporting any concerns regarding safeguarding or quality of care to an appropriate senior colleague, when necessary, completing the relevant paperwork and reporting process to ensure that people with learning disabilities' welfare are protected at all times. In accordance with County Council policy.

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

## Kent County Council

### Person Specification: *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.

|                       | CRITERIA                                                                                                                                                                                                                                                                                                                                                   |
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| <b>QUALIFICATIONS</b> | <ul style="list-style-type: none"><li>• Work towards completion of the Skills for Care Certificate in an agreed timeframe; or evidence of having completed the Care Certificate.</li><li>• Hold or willingness to undertake NVQ 3 in Health and Social Care (or equivalent) OR Level 3 Diploma in Health and Social Care in an agreed timescale.</li></ul> |
| <b>EXPERIENCE</b>     | <ul style="list-style-type: none"><li>• Relevant experience of adult care and support of others (this can include voluntary experience and personal experiences as well as paid work), including within the public, private or voluntary sectors.</li><li>• Practical experience of personal, domestic and hygiene care.</li></ul>                         |

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| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"> <li>• Effective communication and listening skills, with the ability to converse with ease and establish a rapport with people with learning disabilities and their family/carers, in line with the County Council's responsibilities under the Fluency Duty.</li> <li>• Ability to encourage and support others to be independent, in order to maintain and develop personal skills and opportunities.</li> <li>• Written and numeracy skills to be able to assist in completing records and reports, and to support service users with handling money; including basic IT skills and competencies.</li> <li>• Excellent organisational and time management skills, with the ability to direct work activity, delegate tasks, as well as being able to work alone, using initiative in order to solve problems by being creative.</li> <li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day in accordance with the needs of the business is essential, using service vehicles, public transport, etc. Showing the ability to apply a flexible approach to working to meet the needs of the business.</li> </ul> |
| <b>KNOWLEDGE</b>            | <ul style="list-style-type: none"> <li>• A working knowledge of social issues in relation to people with learning disabilities; including the needs of people</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                                                   | <p>with behaviours that challenge, autism, epilepsy and other disabilities.</p> <ul style="list-style-type: none"> <li>• A working knowledge and commitment to personalized support, promoting independence, leading to outcome focused planning, which links to 'Valuing People Now 2' and the Care Act 2014.</li> <li>• Knowledge of partnership working in the local community, including its facilities and activities and the roles of various organisations/agencies, and how they can be utilised to meet the goals of the individual.</li> <li>• Working knowledge of Adult Safeguarding policies and procedures, including the Mental Capacity Act and Deprivation of Liberty Safeguards (DoLS).</li> <li>• Working knowledge of basic First Aid, health and safety, risk assessments, moving and handling, administration of medication, Infection control and food hygiene.</li> <li>• Staff will be expected to have knowledge of, an understanding of and work within national legislation and Corporate and Directorate policies and procedures relating to all aspects of the service.</li> </ul> |
| <p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>                                                           |