

**Directorate:** Adult Social Care and Health  
**Unit/Section:** Short Breaks DCLDMH  
**Grade:** KR6  
**Responsible to:** Registered Manager

**Purpose of the Job:**

Work as a member of a team to create a warm and caring environment in which the clients can learn to live together. Within this environment, present opportunities for client contact in order to maximise their potential for development.

**Main duties and responsibilities:**

- Identify the needs of clients, their carers and address those needs which can be realistically fulfilled within the resources of the establishment.
- Create a homely environment in which the clients are able to participate, encouraging individuality and self-esteem, and enabling clients to maintain as much autonomy as possible.
- Participate in staff meetings and undertake regular review of clients.
- Responsible for the administration of drugs and medicines ensuring that they are kept in a secure provision.
- Administer the admission procedure and carry out domiciliary visits when required.
- Encourage relatives and friends to maintain links with clients and participate in individual programmes where appropriate.
- Under the professional direction of each client's medical practitioner, deal with illness, accidents and emergencies requiring first aid and home nursing skills.
- Carry out and be responsible for all aspects of domestic work necessary to maintain proper standards of hygiene, including the maintenance of a clean-living environment within the establishment, responsibility for laundry and for clients' personal hygiene, ensuring that clients' nutritional needs are met.
- Responsible for the general maintenance of the establishment and for client records.
- Compile reports as requested, including those relating to assessment and review of resident's abilities and progress.
- Implement all relevant fire procedures and undertake regular checking and maintenance of Fire Prevention and Alarm Equipment.

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Currently studying towards or commitment to undertake appropriate training, as directed by the line manager</p> <p>NVQ/ diploma level 2 Level 3 (<i>Promoting Independence?</i>)</p> <p><i>Care certificate is a requirement of this post, which can be gained within six months of employment.</i></p>
<b>EXPERIENCE</b>	<p>Experience of provision of services to adults with learning disabilities</p> <p>Competence development for service users</p> <p>Practical experience of personal, domestic and hygiene care</p>
<b>SKILLS AND ABILITIES</b>	<p>Good interpersonal skills and ability to communicate with clients and their families as well as with partnership agencies</p> <p>Ability to deal with day-to-day problems, including identifying any Safeguarding (Protection) of Adults issues or concerns, with prompt referral to Supervisor</p> <p>Good client assessment skills</p> <p>Good report- writing skills</p> <p>Ability to travel to meet the requirements of the service</p> <p>Ability and commitment to support the Directorates Equality and Diversity Policy statement which is an integral part of the Directorates service delivery and relationship with the client to respect people as individuals, regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion</p>
<b>KNOWLEDGE</b>	<p>Awareness of and compliance with equality policy, procedure and legislation</p> <p>Staff will be expected to work within national legislation, and Corporate and Directorate policies and procedures, relating to Health and Safety</p> <p>Awareness of Administration of medication policies</p> <p>Awareness of data protection and confidentiality issues and the County's Record Retention Policy</p>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> </ul>

	<ul style="list-style-type: none"><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>
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