

Directorate: Adult Social Care and Health
Unit/Section: Learning Disabilities – Provision
Grade: KR6
Responsible to: Unit Manager

Purpose of the Job:

Assist in the implementing of individual care plans by providing support and assistance to staff and clients under the supervision, direction or guidance of a senior member of staff, within the context of County and Departmental legislation and whilst promoting dignity, choice and privacy for clients.

Main duties and responsibilities:

- Support clients and/or their carers in managing their domestic and personal resources including financial resources. This will include maintaining a supply of personal clothing and linen; the choice, presentation and storage of food; obtaining personal and household items and maintaining a clean living environment, all with regard to Health and Safety Regulations.
- Undertake to administer prescribed medication and homely remedies for which there is professional agreement, using the correct technique at the appropriate time, according to the plan of care and within standard procedures guidance.
- Respond to clients verbally and by physical presence, listening and supporting needs or problems in a manner which promotes confidence, referring information to a senior member of staff when appropriate.
- Support clients to maintain their mobility in their immediate environment, encouraging them to be as self-managing as possible, with any difficulties encountered discussed with client and/or senior member of staff in order to seek a remedy to the situation.
- Encourage clients to participate in recreational and social activities individually, as a group or within the community, providing instruction or advice in a manner appropriate to the client.
- Advise Care Manager and carers of any significant changes to clients' well-being which may require changes in client care and development within the overall care plan.
- Monitor and record client's progress against the agreed and established care plan, taking into account client's and other's views to inform the overall provision of the service, implementing modifications under the supervision of the relevant senior staff.
- Produce records and written reports under the supervision of senior staff which may be presented for review meetings, planning meetings and recording purposes in accordance with internal and legislative requirements. Ensure confidential records are stored in a safe location and correctly re-filed after use.

- Contribute to the management of episodes of aggressive or abusive behaviour, ensuring appropriate action to manage the situation is taken without delay, in accordance with care plans and appropriate guidance and regulations.
- Promote equality for all individuals which recognises and encourages anti-discriminatory behaviour, respecting confidentiality of information, recognising clients' rights and choice and respecting personal beliefs and identity.

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.

Kent County Council

Person Specification: *Support Worker - Independent Living Scheme*

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
QUALIFICATIONS	GCSE's or equivalent in Maths and English NVQ II or relevant vocational training Holding or willingness to work towards gaining DWS, CWS, NVQIII if required
EXPERIENCE	Experience in public, private or voluntary sectors in the care of adults Practical experience of personal, domestic and hygiene care Completion of benefits forms
SKILLS AND ABILITIES	Organisational abilities Good communication and counselling skills Ability to meet deadlines Ability to work alone Report writing Assessment skills Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day
KNOWLEDGE	Knowledge of physical/learning disabilities Awareness of social issues Knowledge of 'Valuing People' Knowledge of benefits system and employment NHS and Community Care Act National Care Standards
BEHAVIOURS AND KENT VALUES	Kent Values: Open Invite Contribution and Challenge

	Accountable
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