

Job Description

Analyst:	Date: 2015
Job Title: Support Worker	Department: Sahara Care Limited
1. Job Details	
(a) Responsible to: Homes Registered Manager, Deputy Manager and Senior Support	
(b) Responsible for: Service Users	
(c) Working Hours: Permanent hours or Bank hours	(d) Salary Range: Discussed at interview as depends on qualifications and experience.
(e) Desirable: Qualifications: N.V.Q Level 2	
(f) Desirable Experience: Minimum 2 year Experience of Working with adults with learning disability/behavior that challenges. Desirable: D1 driving license.	
2. Job Summary (Description of main purpose of job): To support the Registered Manager with the running of the home with the principals and philosophies of Sahara Care's policies and procedures. Contribute to support plans, menus, Key Worker meetings, Service User reviews and other duties that come with support within a Key Working role. Attend and participate in regular staff meetings and Supervision. Provide personal care and support. Maintain a safe environment for Service Users. If applicable to drive the Company Vehicle. Comply with CQC national minimum standards. Attend training and staff meetings and have a commitment to maintaining personal development.	
3. Key Tasks:	
<ul style="list-style-type: none">• Give practical, personal and emotional support through a person centered approach to enable service users to lead full lives and take full advantage of opportunities in employment, education, leisure and friendship and to promote individual inclusion and participation.• To attend to the personal and physical needs of service users, including use of specialist equipment as appropriate and to comply with standards of the Care Quality Commission.• Promoting the wishes of service users and dealing appropriately with	

members of the public and community resources/facilities to challenge discrimination, bad practice and exclusion.

- To contribute to the monitoring and reviewing of service user's daytime/evening diary which meets their identified needs and preferred activities.
- To support the service regarding hygienically cleaning communal areas / outside areas, gardens and service user environments as and when directed
- To support the service user to care for their pets (If they have them)
- Maintain records and participate in relevant meetings with colleagues and other professionals.
- Take responsibility for contributing and working to identified risk assessments and to ensure that the service user, their support workers, and other members of the public are not put at risk, by carrying out the strategies in the individual's plan. To include operation within guidelines for lone working.
- Maintain the administration of medication in keeping with Sahara Care Ltd medication policy.
- Taking responsibility for and dealing appropriately with any emergencies that may arise, including adherence to the Safeguarding of Vulnerable Adults from Abuse policy.
- Empowering service users by facilitating wider communication skills and opportunities for people with learning disabilities.
- To conform to, actively commit to and promote Sahara Care Ltd customer service standards both with internal and external 'customers' when using any communication, media, including telephone, email and face to face.
- Support service users to book and attend holidays.
- To go on holiday with service users as part of your duty to their person centred care and support.
- To undertake any other duties that the company may allocate to you in order that the needs of service users may be met.
- You may be asked at times to work in other parts of the company in a similar role to meet the needs of service users.

PLEASE SIGN AND DATE: _____

Note: This description is not intended to establish a total definition of the job, but an outline of the duties.

Sahara Care requires all its employees to have a full commitment to its Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and ensure that discrimination is eliminated.