

Job Description  
**DAY SUPPORT WORKER**

**Job Brief:**

To support the residents living in the home, helping to ensure that their person centred plan is fulfilled. You will be responsive to the individual needs and aspirations of the residents, at all times using a gentle, non confrontational, model of care, liaising with relatives, friends and professionals.

You will adhere to high standards of care practice maintaining the provision and promotion of a safe, supporting and nurturing environment.

You will support the home, ensuring that the aims and objectives of the organisation are met, in line with the homes and legislative policies and procedures.

You will take a proactive stance in personal development working to achieve care qualifications, whilst furthering your knowledge and enhancing your skills, in line with organisational requirements and essential standards.

**To Whom Responsible:**

- Care Director
- Support Manager
- Registered Home Manager
- Deputy Manager
- Home Leaders
- Team Leaders

**Care Responsibilities:**

Your main responsibility is to assist in the delivery of a high standard of care to the individual residents in the home; promoting each persons dignity and their human and civil rights at all times.

- Supporting residents in managing all aspects of their personal care- assist with pressure areas, skin, teeth, mouth, hair, nails, dressing and undressing and attending to their personal hygiene requirements. Collecting specimens as required and directed.
- To treat individuals with respect and encourage them to express their individuality.
- To be flexible and responsive at all times to meet the changing needs of the residents

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- Assist residents with physical activity, walking, sitting, hydrotherapy physio routines and position and movement of immobile residents in accordance with their person centred plan and the manual handling policy.
- Assist residents to eat and drink and to prepare meals whilst being aware of nutritional needs and cultural requirements.
- Keep accurate records of fluid and food intake and report any unexpected inability or desire to eat or drink.
- Report immediately to line manager any changes to a resident's condition.
- To act as a positive role model at all times
- Administer medication in line with medication policy and the individuals care plan
- Be prepared to undertake a keyworker role and responsibilities.
- Develop positive relationships with family and carers
- Assist in identifying, supporting, and meeting the social and recreational needs of residents: swimming, theatre, horse riding, rebound therapy, creativity, walks, meals and evening events. The list is not exhaustive.
- Also you will be required to support residents in achieving pursuits such as holidays, over night trips away from the homes environment and visits to family and friends.
- You will support the management by attending reviews and liaise with relatives and professionals.
- Maintain confidentiality
- To be conversant with all residents care plans and risk assessments and support the home in reviewing, updating and implementing changes to the documents.
- Assist in the admission procedures for new residents, recording and communicating information to allow for smooth stress free transition. Liaise and support family and friends, provide orientation of the home, its facilities including food we provide and make aware of health and safety rules and regulations to visitors.
- General house keeping duties, maintaining the home and residents personal rooms to a high standard of cleanliness. To ensure laundry and the ironing of clothes. Vacuuming / mopping of communal areas, dining room, lounge, laundry room.
- To carry out responsibilities under Health and safety Act 1974
- Report immediately to your line manager any maintenance or repairs.

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- Adhere to all the organisational and homes policies and procedures.
- To complete all relevant paper work in accordance with company policy and procedure
- Enter actively in to supervision and appraisals
- To behave in a manner that reflects positively on the company at all times
- Adhere to the GSCC Codes of Practice
- Attend training courses to enhance your skills, including, all mandatory training:
  - Health and Safety
  - Food Safety
  - First Aid
  - Manual Handling
  - Fire Awareness
  - Infection Control

(and be prepared to undertake an NVQ in Health and Social Care)

- You will be required to work flexibly on a rota basis to meet the needs of the service, this includes sleep-ins, weekends, and Bank holidays
- To work in accordance with the company's mobile phone and IT policies

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Person Specification:		
Attribute	Essential	Desirable
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>- Polite</li> <li>- Empathetic</li> <li>- Friendly</li> <li>- Caring</li> <li>- Approachable</li> <li>- Reliable</li> <li>- Honest</li> <li>- Outgoing personality</li> <li>- Good sense of humour</li> </ul>	
<b>Skills Knowledge</b>	<ul style="list-style-type: none"> <li>- To communicate and listen and relay correct information</li> <li>- To be able to work as part of a team and also use own initiative when lone working</li> </ul>	<ul style="list-style-type: none"> <li>- Understanding and application of duties and responsibilities of a care role</li> </ul>
<b>Previous Experience</b>		<ul style="list-style-type: none"> <li>- Experience within a residential care setting, preferably learning disability</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Basic numeracy</li> <li>- Ability to communicate in written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>- Care related qualification, e.g. NVQ in Health and Social Care</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>- Able to work on a shift pattern, including early starts, late finishes, weekend and public holidays</li> </ul>	