

JOB DESCRIPTION

<u>TITLE:</u>	RESIDENTIAL SUPPORT WORKER
<u>MAIN AREA OF WORK:</u>	STEP-A-SIDE
<u>HOURS:</u>	AS PER CONTRACT
<u>ANNUAL LEAVE:</u>	AS PER CONTRACT
<u>RESPONSIBLE TO:</u>	MANAGEMENT TEAM
<u>ACCOUNTABLE TO:</u>	STEP-A-SIDE MANAGEMENT TEAM AND BOARD OF DIRECTORS.
<u>MINIMUM QUAL'S:</u>	THERE ARE NO MINIMUM QUALIFICATIONS. HOWEVER INDIVIDUALS ARE REQUIRED TO UNDERGO NVQ ASSESSMENT AT LEVEL THREE

OVERALL OBJECTIVES

Each member of staff is expected to promote an environment where all Young People in our care are shown respect and are valued as individuals by themselves and all staff on duty with them.

Each member of staff is expected to show the same respect and value for other staff with whom they work and interact.

- a) Create an environment, which meets the physical, emotional, psychological, spiritual, cultural and sexual needs, both individually and as a group.
- b) To ensure the environment within the units offers sufficient stimulation and guidance of leisure pursuits, together with an opportunity for personal, social and intellectual development.
- c) Promote equality for all individuals.
 - i) Promote anti-discriminatory practice and equal opportunities
 - ii) Maintain the confidentiality of information received, giving consideration to the responsibility this brings upon the individual.
 - iii) Acknowledge an individuals personal beliefs and identity.
 - iv) Acknowledge an individuals right to maintain their cultural, racial and religious interests.
 - v) Promote effective communication for all individuals.
 - vi) Treat all service users as individuals

PRINCIPAL DUTIES

Client focussed responsibilities:

- a) To ensure that young people in our care are encouraged to participate as fully as possible in decisions affecting their lives, acting as a keyworker where appropriate.
 - i) Ensure there is active involvement in the development and continuity of each individual's Placement Plan.
 - ii) Ensure that individuals are encouraged and enabled to take responsibility of planning and continuing their own daily programmes.
 - iii) Encourage and enable each individual to take responsibility for their own actions, bearing in mind risk taking and relevant policy.
 - iv) Encourage each individual to manage their own domestic and personal resources as far as their own abilities determine.
 - v) Encourage each individual to take responsibility for their personal hygiene, diet and appearance.

- b) To participate in all areas of decision making in relation to the people in our care.
 - i) Give active encouragement and support to KEYWORKERS and other staff members to implement personal plans and help to develop the means to enable an individual to reach their full potential.
 - ii) Take part in the review of each individual which they have involvement with, in line with the operational policy of the Organisation, and be involved in the compilation of future plans and their implementation.

- c) Be an advocate for each individual and to ensure that their rights and choices are recognised and respected.
 - i) By preparing reports for any reviews.
 - ii) By representing the young person with any outside agencies.
 - iii) To help formulate long term plans with the young person; their family and colleagues;
 - iv) By encouraging community links

- d) Contribute to the ongoing support of each young person and those significant to them.

- e) Contribute to the protection of all individuals from abuse and provide emotional support.

- f) To provide a model for the client in behaviour and relationships with others.

- g) To help each young person to understand the behaviours of others and to create an understanding of the different stages of development – firm but fair boundaries.

- h) To encourage each young person to participate in recreational activities and stimulate them with individual attention and encouragement.

- i) Promote a high standard of care throughout the Organisation.

- j) Support young people with education.

- k) Provide a programme of meaningful leisure activities.

Staff focussed responsibilities:

- a) Undertake any training set down by Management and take responsibility for improving knowledge and skills.
- b) To be aware of all policies and procedures relating to the Units and take responsibility for improving knowledge and skills.
- c) Under the direction of Management, ensure Health and Safety rules are observed and to participate in regular drills, checks and training and deemed appropriate.
- d) Participate in specified meetings, including supervisory sessions.
- e) In conjunction with Management, other staff and the young people in our care, maintain suitable records and reports on the progress of each individual.
- f) Effectively communicate any information received to all relevant members of staff and Management at the earliest opportunity.
- g) Duties are directed by the Team Leader and the Management Team.
- h) Support other team members / colleagues.
- i) Participate in the meaningful handover of information at a multi agency level were deemed appropriate.
- j) Be accountable for own actions taken within the role.
- k) Be responsible for petty cash budgeting and recording.
- l) Be responsible for the safe administration, storing and recording of medication; in line with Company Policy.

This job description is intended as a guide to the role of a Residential Support Worker and may, in future, be amended to reflect the changing needs of the service which Step-A-Side provides and promotes.

SKILLS MATRIX – Residential Support Worker

QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • No specific qualifications required, however an up to date First Aid Certificate is an advantage • A willingness to undertake training and undergo assessment for an N.V.Q. Level 3 in Care essential • Undertake training in Child Protection
PROFESSIONAL / SPECIALIST KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of Health & Safety • Protection of Young People • Understanding the care needs of young people with challenging behaviours and emotional difficulties • Being a safe / responsible driver with young people • Knowledge of Policies and Procedures
TEAMWORK	<ul style="list-style-type: none"> • Be a team member / player • Understanding of the importance of team work
PERSONAL SKILLS AND ATTRIBUTES	<ul style="list-style-type: none"> • Good communication skills – communicate in an appropriate, open and accurate manner • Ability to follow direction and work as part of a team, yet show initiative in the provision of care • Non-discriminatory approach • Role Model • Reliable and dependable • Punctual • Observation Skills • Patient, firm but fair and approachable • Diplomatic • Being caring to young people and understanding young people • Organisational Skills • Enthusiasm • Empathy, sympathy, common sense, sense of humour • Flexibility • Clean and tidy • Ability to remain calm and professional when faced with adversity
SAFEGUARDING	<ul style="list-style-type: none"> • The ability to contribute to safeguarding and promoting the welfare of children, young people and vulnerable adults.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Full driving licence an essential • Ability to work shifts, including weekends, bank holidays etc. • Housework • Record and sort information effectively

Enhanced DBS Check

This post is defined as ‘regulated activity’ and is subject to an Enhanced DBS check so that any criminal background (including ‘spent’ convictions, bind-over orders or cautions) is disclosed to Step-A-Side. We cannot employ someone to this post without this check. If you are successful in applying for this post we will ask the DBS (Disclosure and Barring Service) for a Disclosure.