



Empowering adults with learning disabilities to live fulfilling lives

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JOB DESCRIPTION

Title of Post: Support Worker 1 (Day Services)

Accountable to: Service Manager

Responsible to: Lead or SW2 (in absence of Lead/Senior)

Job Purpose: Supporting the Day Services team in the delivery of high quality day care and day opportunity programs for adults with a learning disability, maximising community inclusion and independence.

Specific Duties and Responsibilities of the Support Worker I

Service Users:

- 1) To contribute to the high quality and appropriate care, support and activities are delivered as planned, to the standards required by The Croft Community.
- 2) To assist with therapeutic activity for service users on a day-to-day basis.
- 3) To assist in the daily preparation of day centre facilities ensuring the premises are ready to receive service users safely and in comfort.
- 4) To ensure that assistance with client personal care is provided with dignity and respect.
- 5) Support service users in administering prescribed medication in line with our policies and procedures.
- 6) To assist service users on and off the transport.
- 7) To interact with service users and their carers e.g. communicating travel information effectively and understanding individual needs and ensure these are catered for.
- 8) To work in a manner that facilitates inclusion, particularly for those with learning disabilities

Administrative Tasks:

- 1) To take responsibility for a caseload of service users; contributing to the development of individual care plans; making appropriate risk assessments; working to complete them and helping adults with learning disabilities to achieve their potential and maximise their skills.

- 2) Act as a key worker and manage a caseload of service users, to act as the main point of contact for those service users and their carers.
- 3) To review and monitor the progress of service users in line with their care plans and report and recommend changes to activities as appropriate.
- 4) To advise and support carers as appropriate, working in partnership with them to assist in good decision making
- 5) To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements.
- 6) To follow The Croft Community's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted to the service manager in accordance with deadlines.

Meetings and Training:

- 1) To be responsible for personal learning and development and ensure your training is kept up to date and meets the required standards as per regulations, to support the learning and development of others and the whole organisation.

Policies and Procedures:

- 1) To work within statutory and organisational Policies and Procedures.
- 2) To implement and monitor The Croft Community's Health and Safety Policies and Procedures eg Fire Safety, First Aid (training will be provided) and to conduct all activities in a manner that is safe to yourself and others.
- 3) To carry out all duties and responsibilities within the philosophy of care, ethos and the Policies and Procedures of The Croft Community
- 4) To adhere to the Northern Ireland Social Care Standards of Conduct and Practice as well as meeting the minimum standards of the Registration Quality & Improvement Authority and Supporting People through QAF.

Additional Responsibilities:

- 1) Responsible for providing transport to service users during day care hours and for ensuring transport is compliant with The Croft Community policies and procedures.
- 2) To transport service users for other purposes such as shopping trips, outings etc.
- 3) To ensure the transport service is compliant with legal, practical and safety issues surrounding minibus driving.

This job description is not exhaustive and you may be required to undertake other duties as commensurate with the position. This job description may need to be amended in accordance with the developing needs, objectives and services of The Croft Community.