

Post Specification

Post Specification - Key Information

- **Post Title: Support Worker DMH Residential and Day Services**
- **Date: Feb 2002**
- **Post Group Number: 1538**
- **Job Family: People Care and Development**
- **Job Family Role Profile: PCD3**
- **Final Grade: Final Grade 5 (inc JWC's)**

To be read in conjunction with the job family role profile.

Service Area Description

Provider Services

Purpose of this Post

To provide individual support and care to people who have a learning disability, physical disability and / or mental health problems in a day service / community setting.

Promoting service user emotional and physical well-being and to encourage the development of individual potential, based on the identified individual needs of the user.

Key Job Specific Accountabilities

- **Care Programme** To be actively involved in the process of care programme development and coordinate as appropriate personal information to ensure that a programme of care meets the individual needs of the user.
- **Personal Care** To provide personal care as required by individual service users within the context of each individuals care programme and ensure personal care needs are met with dignity and respect.
- **Link Worker** Under direction and with the support of the senior support worker act as link worker to service users to enable the implementation of a programme of care and support and where possible encourage users to a greater achievement and independence.
- **Records and Administration** Maintenance of accurate and meaningful service user records as required by the manager, regarding the care and development of service users.
- **Activities** Under guidance, assist and promote personal development through enabling service users to access a variety of activities that are appropriate to meet individual needs of the user both within the day service and wider community.
- **Health and Safety** You are responsible for your own health and safety and that of other people in the course of your work and are expected to take any necessary/appropriate action to ensure this. You will cooperate with your employer to ensure that Health and Safety

requirements are fully met.

- Service Development as required assist the manager in the operation and improvement of the service provided including the promotion of positive relationships with users and the local community.
- Wider Contribution Contribute as required to the development of the service in the locality, for instance, under guidance to attend case reviews and meetings.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** n/a
- **Staff Management Responsibilities:** n/a
- **Other:** n/a

Essential Criteria

- **Knowledge:** Commitment to attending training courses. Assessment. Willing to undertake training.
- **Experience:** Experience in working with people. Inter-personal skills. Personal care skills. Able to work in a team. Flexible.
- **Expertise:** Communication. Promotion of independence. Good written ability. Ability to use initiative.

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced – Adults

Job Working Circumstances

- **Emotional Demands:** yes
- **Physical Demands:** yes
- **Working Conditions:** yes
- **Other Factors:** n/a

Other Factors:

- Services will be required to operate in accordance with Westmorland and Furness Council Care policy and guidelines and as defined from time to time by the management of the service.
- The post holder will be required to take part in a structured scheme of performance, development and appraisal.
- The post holder may be required to ensure the safe keeping and administration of medication in respect of service users.
- Some service users may present the service with behaviour that may challenge, training will be provided and support will be given to deal with the various aspects of the behaviour.

- The post holder may be required to act as escort where appropriate