



Job Title: Support Worker – Supported Living

Post Number:

Service / Section: Provider Unit -Adult Services

Grade: 3

Overall Job Purpose:

To provide practical assistance, care and support to individuals with learning disabilities to enable them to live as independently as possible in their homes within the community. This will include undertaking a variety of activities and duties over a 24-hour period (including sleeping in overnight or awake nights and unsociable hours).

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

Provide the care required by individuals in undertaking their everyday tasks.

Assist people to look after their own homes and ensure that they are comfortable and safe.

Follow individual support guidelines and work with other members of the team to help people with their shopping, cooking, cleaning, gardening, washing, responding to correspondence etc. Under some circumstances, you may have to undertake some of these tasks personally on behalf of the clients.

Assist people with their personal care and hygiene – washing and dressing.

Assist people to look after their health and attend medical appointments and other health care appointments.

Assist people to take their medication correctly when required.

Assist people to manage and keep track of their money.

Assist individuals to keep in touch with their family, friends and advocates.

Assist people to be as independent as possible.

Assist people to make their own choices and to communicate their needs.

Assist people to maintain their home in order that it complies with health and safety standards and the conditions of the tenancy agreements.

Keep full and clear records and communicate openly and honestly with all member of the team and the team leader.

Attend team meetings.

Attend regular supervision sessions and annual appraisal with the line manager.

Undertake training as deemed appropriate by the line manager.

Ensure confidentiality at all times.

To adhere the Policies and Procedures at all times.

Person Specification:

**Essential (E)
Desirable (D)**

Education and Training

The minimum educational requirements/professional or vocational qualifications for the post:

1. NVQ Level 2 in Health & Social Care or willing to work towards this qualification within a specific period.
2. Registered with Social Care Wales, or willing to work towards completing the All Wales Induction Framework (AWIF) qualification within a 6 month timescale to be able to register with SCW.

E

E

Any specific training required for the post including Certification:

Key Competence Requirements

Job related knowledge:

1. Experience of working with tenants with learning disabilities and challenging behaviour
2. Good natured with the ability to get on with people.
3. To adhere to the Social Care Code of Practice at all times

E

E

E

<p>Specific skills:</p> <ol style="list-style-type: none"> 1. Positive attitude towards tenants and colleagues. 2. Confident and able to contribute in a team environment. 3. Shows compassion and sensitivity towards other people's needs. 4. Respect for dignity, independence, choice and privacy. 5. To be open and transparent in all undertakings 6. Flexibility in terms of working hours (especially unsociable hours, overnight and weekends, sleeping in duties). 7. Physically able to implement physical interventions. 8. Current driving license and the ability to drive a car 	<p>E E E E E E E E</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------

Position in the Organisation:

Reports to:	Team Leader
Staff Supervised:	None

Working Arrangements and Conditions:

Working Week:	5 days out of 7 including weekends, overnight (awake and sleep in), unsociable hours, based on a rota.
Identified Work Base:	Any of the supported living projects on the Island (Star, Ucheldre, Wellington Street and Llawr y Dref, Llangefni)
Contracted Hours:	32

Language Requirements

Welsh Language Skills (Please see the skills framework attached)						
Listening (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>

Speaking (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input checked="" type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input type="checkbox"/>

English Language Skills (Please see the skills framework attached)

Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: 2019 Transferred to new Template 12.7.22

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision