

Core Support Worker Job Description

This job description is a statement of the core duties of a support worker. Every individual will have additional duties for their support worker specified on a separate sheet. If the employee has further duties these will be set out on a separate sheet.

Main Responsibilities

1. To work as a member of a small support team for (INDIVIDUAL).
2. To ensure as a support worker your mandatory training is kept up to date, within the relevant timeframes.
3. To provide support to (INDIVIDUAL) to live in (his/her) own home and to have a lifestyle which (he/she) chooses.
4. To help (INDIVIDUAL) with the choices (he/she) needs to make in (his/her) day to day life, by using a balanced approach which emphasises advice and encouragement rather than making decisions on (his/her) behalf.
5. To help (INDIVIDUAL) stay safe and well while (he/she) lives in (his/her) own home and uses resources in the local community.
6. To work with (INDIVIDUAL) to help (him/her) cope with (his/her) feelings and relationships, assist (him/her) in managing the practicalities of daily living and to access other support systems.
7. To help (INDIVIDUAL) with all areas of budgeting and in maintaining (his/her) household and ensuring that (his/her) financial obligations are met.
8. To treat (INDIVIDUAL), at all times as an adult and unique individual, recognising (his/her) rights to choose, dignity, individuality, sexual preference, love, friendship and respect.
9. To work with the (INDIVIDUAL) find and develop employment opportunities, and to support (him/her) secure and sustain employment.

Duties

1. To help (INDIVIDUAL) monitor (his/her) mental and physical health and encourage (him/her) to take appropriate action to safeguard and maintain (his/her) health e.g. calling a doctor if (he/she) is unwell.
2. To help (INDIVIDUAL) develop and maintain (his/her) relationships with neighbours, friends and family by providing encouragement, guidance and organisational support where needed.
3. To work with the Employment Development Coordination to find, secure and maintain employment. To support them at their place of work and assist them to become a conscientious employee.
4. To help (INDIVIDUAL) organise and develop (his/her) existing skills and to learn new skills.
5. To work with (INDIVIDUAL) to develop (his/her) existing skills and to learn new skills.
6. To communicate respectfully with the other members of (INDIVIDUAL's) support team with (INDIVIDUAL's) interests uppermost in mind.
7. To plan ahead with (INDIVIDUAL) for times when other members of the support team are absent.
8. To seek continually to provide support in ways which utilise appropriate natural support for (INDIVIDUAL) i.e. family, friends, colleagues, neighbours etc.
9. To seek continually, ways to ensure that (INDIVIDUAL) retains and enhances (his/her) power and control over (his/her) own life.
10. To, at all times, talk respectfully to and about (INDIVIDUAL), recognising that (he/she) is an adult and that (he/she) has individual rights.

11. Specific support work will include: Assist and support (INDIVIDUAL) to:-

- Be a successful householder
- Maximise income through benefits
- Assist in claiming and receiving benefits
- Budgeting and paying bills etc.
- Assisting in access to welfare rights
- Purchasing items for the home – home furnishings
- Domestic support – shopping, cooking etc.
- Take care of (his/her) personal care needs, e.g. cleaning, bathing etc
- Plan for (his/her) future and solve problems that are worrying (him/her)
- Make new friends and socialise
- To help find, support and sustain the (INDIVIDUAL) at work

12. To implement the organisations Equal Opportunities Policy.

13. Duties may vary from time to time as agreed by (Employer) and Partners for Inclusion.