



Job Description
Support worker for SWALLOW

Title:	Support Worker
Hourly Wage:	£10.30 per hour
Sleep-in Allowance:	£48.00 per night
Responsible to:	Registered Manager and Senior Support Workers
Place of Work:	All areas of SWALLOW
Holidays:	25 days pro rata
Out of Office Hours:	Sleep-in duties, evenings and weekends a possibility
Contract:	Subject to the successful completion of a 6 month probationary period

Job Purpose:

To support the Registered Manager and Senior Support Workers when working at SWALLOW to ensure that we continue to achieve our high standards of support, whether working in our Supported Housing, Base House or at one of the SWALLOW courses or activities.

Support workers will, at most times, be expected to work alone.

Responsibilities:

- To support tenants/members with learning disabilities in their own home, in the local community and at SWALLOW courses/activities
- To help tenants/members to develop every day living skills
- To help tenants/members develop community skills and encourage community involvement
- To support tenants/base house members with their care plans, support plans and attend relevant meeting regarding each tenants as required
- To help tenants become involved in leisure pursuits and social activities as they request to do so
- To work within an anti discriminatory framework

- Encourage and support tenants/members to take responsibility for their own selves
- To follow SWALLOW's Health and Safety policy at all times and ensure that the areas you are working in remain safe
- To follow SWALLOW 's Equal Opportunities policy and other policy's at all times
- To provide advice and assistance to tenants/members and liaise with managers in relation to any unmet needs and wants of tenants/members
- To give personal support to tenants/members when required
- Help to resolve any disputes between tenants/members when required
- To keep SWALLOW running smoothly and well organised ensuring good positive communication at all times
- To work within the SWALLOW risk assessment framework to provide care that minimises risk in the least restrictive manner
- To ensure that the tenants/members records are kept up to date

Other Information

General

All SWALLOW employees are expected to comply with statutory requirements and SWALLOW's employment policies while carrying out their work. This post is one of continual development and the post holder will be encouraged to develop skills and capabilities, including participation in projects and training events. Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of SWALLOW. All employees and Trustee board members are CRB checked.

Equal Opportunities

The post holder must at all times carry out his/her responsibilities with due regard to SWALLOW's Equal Opportunities Policy.

Performance Review

Overall performance will be formally assessed and reviewed regularly, with additional informal assessment taking place as necessary.

Health & Safety

All employees are subject to the Health and Safety at Work Act. The post holder is required to pro-actively comply with their duties as described by SWALLOW's Policy and objectives for health and Safety.

Confidentiality

All employees are required to work in a confidential manner in all aspects of their work.