Job Description
Support worker for SWALLOW

Title:	Support Worker
Hourly Wage:	£11.30 per hour
Sleep-in Allowance:	£48.00 per night
Responsible to:	Registered Manager and Senior Support Workers
Place of Work:	All areas of SWALLOW

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 mangers 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.

Safeguarding
All employees receive safeguarding training and have a responsibility to familiarise themselves with SWALLOWs safeguarding policy and report any safeguarding concerns to one of SWALLOWs safeguarding officers immediately.

Person specification for Support Staff

Essential qualities:

- To be willing to listen to, respect, and respond to what people with learning disabilities say.
- To have a calm flexible approach and an ability to work as a member of a team.

- To have good communication skills and be willing to liaise with SWALLOW members, other staff members of the team, parents, health and social care professionals and other provider organisations.
- To have the ability to communicate with people with learning disabilities in an accessible manner.
- To have a good understanding of equal opportunities.
- To be able to take responsibility and be willing to be the sole worker when required to do so.
- Must be happy to complete the Care Certificate during induction period (3 months or 6 months depending on number of contracted hours).

Desirable qualities:

- To have some knowledge of local area.
- Experience of working with people with learning disabilities in a training/supporting role.
- To have a full driving licence and a car available to use at work.
- To have experience of supporting people living in their own homes with some knowledge of good practice policy.
- Some knowledge of legislation relating to supporting adults in housing such as Data protection, Health and Safety and Human Rights.
- To have experience of being part of a user led organisation.
- To have experience of working within the Quality Care Commission framework and some knowledge of the National minimum care standards.
- To have been involved in the application of care plans and risk assessments.
- To have, or to be working towards Diploma level 3 in Heath and Social Care (Adults).
- Have knowledge of the legislation involved in protecting vulnerable adults from abuse.
- Ability to display conflict resolution skills.

Working Pattern

Week A

Shift	Times	Total Hours
Monday		
Tuesday – Hawthorns Evening	16.00-20.00	4
Wednesday		
Thursday		
Friday		
Saturday – Redfield Road sleep-in pm	13.00-22.30 (sleep-in overnight)	9.5
Sunday – Redfield Road sleep-in am	8.00-13.00	5

Week B

Shift	Times	Total Hours
Monday		
Tuesday – Hawthorns Evening	16.00-20.00	4
Wednesday		
Thursday		
Friday - Redfield Road sleep-in pm	14.15-22.30 (sleep-in overnight)	8.25
Saturday – Redfield Road sleep-in am	7.15-13.00	5.75
Sunday		

Week C

Shift	Times	Total Hours
Monday		
Tuesday – Hawthorns Evening	16.00-20.00	4
Wednesday		
Thursday		
Friday		
Saturday		
Sunday - Redfield Road sleep-in pm	13.00-22.30 (sleep-in overnight)	9.5

Week D

Shift	Times	Total Hours
Monday - Redfield Road sleep-in am	7.15-9.30	2.25
Tuesday – Hawthorns Evening	16.00-20.00	4
Wednesday		
Thursday		
Friday - Redfield Road sleep-in pm	14.15-22.30 (sleep-in overnight)	8.25
Saturday – Redfield Road sleep-in am	7.15-13.00	5.75
Sunday		

Total hours over 4 week period = 70.25 Hours
Total average weekly contract = 17.5 Hours