

Job Description



Job Title:	Peripatetic Support Worker
Department/Section:	Care Services
Reports to:	Care Office Manager
Principal Contacts:	Service Users/Tenants Parents/Family members of service users/tenants Social Services External contacts- Health care professionals The general public- Supporting individuals on the farm at Life Skills, Gym, swimming, on public transport.
Job Purpose:	To act as relief Support Worker to cover vacancies and absences within Residential/CSS locations as required across all of the Trust's residential & CSS services in order to help the Trust effectively support individuals and residents who have learning disabilities in all aspects of their day-to-day lives and work/occupation.
Responsible for:	People: Nil staff but will be expected to direct less experienced new, agency staff or voluntary staff as requested. Finance: Supporting service users with their finances, housekeeping, petty cash Other physical resources: COT Vehicles, equipment - ensuring appliances are used in accordance with manufacturer's guidelines and report any concerns, basic security measures.

Main Duties and Responsibilities:

(This list is intended to define the main duties and responsibilities that are required to be undertaken by the post holder and is not a comprehensive list of all duties that may be required from time to time)

The post-holder will work to a rota to cover known absences and vacancies within any of the Trust's residential/CSS locations although they may also be requested at short notice to cover emergency situations if severe staffing shortages occur.

For the residential house or individual home at which the Peripatetic Support Worker is currently working they will be expected to:

1. Enable service users to acquire training, occupation, social and personal skills and to provide encouragement and support whenever necessary. To support a friendly and homely atmosphere within the residential home and motivate service users with their everyday tasks and with personal care (directly or indirectly, as appropriate) including clothing appropriate for weather, household duties, e.g. preparation of meals supporting service users' nutritional needs and ensuring correct food/water temperatures, cleaning, personal hygiene, personal shopping, laundry, gardening, sewing (mending) etc. Residents with complex needs may have additional needs eg toileting and continence management and may require mobility support and clinical support eg changing stoma bags, food modifications, tissue viability and palliative care etc. During awake night shifts - ensure that all food hygiene Closing Checks are undertaken each night
2. To have a regard for the personal welfare and safety of service users and advise the Home Manager/CSS Co-ordinators or Senior Staff of the services they have been allocated to work in highlighting any problems in relation to individual service users



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3. To participate in organised activities with service users, both during working hours and, at times, outside normal hours of work, as required
4. To co-ordinate and be involved in the preparation of meals, assisting service users to cook wherever possible
5. When working within CSS services to complete duties as specified in CSS contracts, following Trust procedures, and assist service users to live as independently as possible and support them with services appropriate to their goals
6. Assist service users with the taking and recording of medication and to assist senior staff to ensure the health and safety of service users at all times
7. To maintain and promote good working relationships with service users, staff, parents Social Services, external contacts and the general public
8. To help maintain accurate notes and records within the house, as required and to maintain confidentiality at all times in relation to service users and their records in accordance with Trust policies and procedures
9. Shifts are allocated by the Care Office Manager on a monthly rota. In the unlikely event that a CSS shift is cancelled or adjusted below contractual hours then alternative work to ensure contractual obligations are met will be offered
10. To liaise with the Care Office Manager to ensure that management are aware of sensitive/emotional issues or are aware of any area of concern on a need to know basis and to keep the team advised of any difficulties or potential difficulties that may arise whilst working across services
11. To undertake sleep in shifts on a rota basis according to the service user needs, as required
12. To attend and participate in mandatory training (eg infection control, safeguarding, First Aid, MCA, fire awareness, medication, COSHH, good hygiene, equality and diversity, fire and health and safety, manual handling etc) specialist and other training as required eg relating to medical conditions.

You may be required to attend formal induction training within the first 12 weeks of employment in order to obtain the 'Care Certificate'. This consists of knowledge sessions (normally run as 7 sessions approximately 10 days apart), mandatory training courses and an 'in-house' induction. You may also be required to carry out additional training which is considered relevant to your specific role. As part of the Care Certificate you will be observed putting your newly gained knowledge into practice in the work place.

If you have previously achieved the Care Certificate or Diploma Level 2 or 3 in Health and Social Care when you join the Trust, and have the required evidence of this, you may not be required to carry out the knowledge sessions of the Care Certificate. However, you may be required to attend mandatory and any additional training specific to your role, an 'in-house' induction and observed against the Care Certificate framework.



Additional Information



Driving:

There is a requirement for the post holder to drive in order to fulfill the requirements of the role. This may involve driving a COT car or Minibus. Driving license details will be required and reviewed on an annual basis.

Variation to Usual Working Hours:

The post holder is not required to participate in an 'on-call' rota. However, they may occasionally be required to work outside of their usual working pattern/hours in order to attend external meetings, training, external events or service user holidays.

Display Screen Equipment Usage:

Post holders are regularly required to work with display screen equipment (computer workstations, laptops, touch screens etc.) as part of their normal working day.

Lone Working:

There is a frequent (daily) requirement for the post holder to lone work during the course of their normal working day.

Night Workers:

Post holders are not regularly required to work between the hours of 11pm and 6am for at least 3 hours as part of their rostered duties; with the exception of post holders with specific Awake Night duties.

First Aid:

There is a requirement for the post holder to be a qualified first aider and appropriate training will be offered and maintained.

Physical Effort:

- Frequent (daily) moderate to high physical effort is required for this role throughout the day to support service users in all aspects of daily living, including personal care. Occasional requirement to use specialist equipment for service users with complex needs e.g. hoists, wheelchairs etc.
- Frequent exposure to repetitive movements such as lifting, bending, reaching, crouching, walking carrying, standing, loading/unloading and kneeling.
- Frequent driving and travelling required getting service users to appointments and other social engagements.

Mental Effort:

- Frequent periods of concentration are required when dealing with service users, interpreting information, communicating, record keeping and administration of medication.

Emotional Effort:

- Maintaining a positive attitude when dealing with stressful or emotional situations.
- Occasional exposure to treatment of service users with palliative and end of life conditions. Dealing sensitively with their end of life care and providing guidance and support for family members /other carers.



Person Specification

Job Title:	Peripatetic Support Worker		
Department:	Care Services		
Reports To:	Care Office Manager		
Specification Headings	Essential	Desirable	How to Assess
Experience: (Duration, type & level of experience necessary)	One years' experience of working in residential or domiciliary care services & working alongside people with a learning disability.. General life experience and appreciation of the needs of people with disabilities.	Experience of using specialist equipment e.g. hoist. Diabetes Awareness Epilepsy	Application Form Interview References
Qualifications: (Number, type, level of qualifications. Equivalent experience, if appropriate)	General standard of secondary education (or equivalent) NVQ 2/Level 2 Vocational Diploma in Health & Social Care.	NVQ 3/ level 3 Diploma in Health and Social Care.	Application Form Proof of award
Skills, Knowledge & Aptitude:	Good standard of Literacy and numeracy. Verbal and written communication and adapt to many different styles of communication and basic IT Skills Ability to maintain accurate records and write reports. Housekeeping skills, including high standards of cleanliness and hygiene and ability to support service users to shop, cook, laundry, gardening, sewing, budgeting etc and pursue their leisure/work interests Support principles of equality and diversity	Knowledge of Equal Opportunities. Knowledge of Health & Safety/Risk Assessments. Knowledge of epilepsy/autism/diabetes. Knowledge of Makaton. Knowledge of safeguarding vulnerable adults	Application Form Interview Relevant Certificates
Personal Qualities and Behaviours:	Understanding of an ordinary life for people with learning disabilities, their needs & requirements and the difficulties faced. Calmness under pressure. Work as part of a team. Work unsupervised & make sound decisions within scope of the role. Work on own initiative. Follow instructions and work to high standards and practices.	Sound interpersonal skills	Interview References
Other Requirements: (factors which are ideally required for an individual to carry out the full duties of the job)	Required to drive own vehicle and COT manual car. Ability to be flexible in hours, including weekends, sleep-ins, awake nights and accompanying service users on holiday and days out. Initial and ongoing clear criminal records check (obtained by the Trust initially upon offer). Able to demonstrate compassion and empathy for the people we support.	Category D1 Driving Licence	Interview Appropriate documentation