**Job Description**

This job description gives an over view of the post, the key responsibilities and the context within which the post is offered. It is not intended to be an exhaustive statement of Terms and Conditions within The Kent Autistic Trust (“KAT”).

**Post Details**

Job Title: Support Worker

Reports to: Shift Leader/Assistant Manager

Document Id: SSW#0001/01092018

**Values and Commitment**

KAT is committed to providing high quality supports designed around individual abilities, needs and choices. KAT is committed to promoting independence and inclusion within communities. KAT believes everyone is able to make their own individual contribution. KAT seeks to work in partnership with all relevant parties but in particular with the individual themselves.

**Support Services**

KAT supports over 120 people in Medway and across Kent and provides a wide range of services designed to meet diverse needs. KAT supports people with autism, learning disabilities and related difficulties. KAT supports vulnerable adults. KAT provides residential homes, supported living accommodation, day resource services, respite and outreach services (from people’s own home). KAT is keen to ensure the voice of those we support is actively listened to, both in terms of the development of individuals’ support and in terms of our organisational development.

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| **The Job**The Support Worker will, as appropriate, provide direct support to individuals within their communities. The Support Worker will have responsibility for ensuring that individuals receive support provision aimed at maximising independence and choice. It is therefore essential that Support Workers fully understand the nature of each individual’s abilities and support needs as well as their preferences and choices. The Support Worker role may include but not be limited to: * Assisting individuals with personal care and hygiene
* Household management tasks
* Working with individuals who can display challenging behaviours - hurting self or others, running away, throwing things, swearing, shouting.
* Providing support to individuals to attend and participate in activities within their communities – bike rides, long walks, attending college, shopping, swimming (which would involve you entering the pool)
* Accompanying individuals who have religious beliefs that may differ from your own
* Working with individuals who smoke; including indoors in a smoking environment
* Working various shift patterns including evenings, nights, weekends and public holidays (including Christmas and New Year). May also include lone working.
* Administering medication
* Drive an individual’s mobility car or service vehicle
* To form good working relationships with other members of staff across different services.
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**Key Responsibilities**

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| 1. **Development of Support Plans**
* Support Workers will act as supported individuals key workers and will contribute to the development and maintenance of Support Plans.
* Support Plans and other written records must be maintained as directed by local management.
1. **Delivery of Support**
* All support provision should comply with the individuals Support Plan and be designed to deliver positive outcomes for the individual.
* Support Workers have a responsibility for ensuring they fully understand and are able to deliver support appropriate to the individual.
1. **Protection of Vulnerable Groups**
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| * Support Workers, in common with all KAT staff, have a duty to protect supported individuals from abuse and to report any concerns immediately to their supervisor or other management.
* All staff have a duty to ensure they comply with requirements under the Safeguarding Vulnerable Groups Act 2006.
1. **Communication**
* Support Workers are responsible for effectively communicating relevant information to their Shift Leader and/or other members of the support team regarding any changes in the individuals support needs.
1. **Compliance with KAT Policies and Procedures**
* Staff should familiarise themselves with the organisations policies and procedures and work within the KAT Policy framework, including Health and Safety, Equal Opportunities, Discipline and Confidentiality.
1. **Personal Development**
* Support Workers should demonstrate a commitment to continuous personal development and learning.
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**Code of Conduct Healthcare Support Worker or Adult Social Care Worker in England**

As a Healthcare Support Worker, you make a valuable and important contribution to the delivery of high quality healthcare, care and support.

This Code is based on the principles of protecting the public by promoting best practice. It will ensure that you are ‘working to standard’, providing high quality, compassionate healthcare, care and support. The Code describes the standards of conduct, behaviour and attitude that the public and people who use health and care services should expect.

You are responsible for, and have a duty of care to ensure that your conduct does not fall below the standards detailed in the Code. Nothing that you do, or omit to do, should harm the safety and wellbeing of people who use health and care services, and the public.

In accordance with the code you must:

1. Be accountable by making sure you can answer for your actions or omissions.
2. Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use health and care services and their carers at all times.
3. Work in collaboration with your colleagues to ensure the delivery of high quality, safe and compassionate healthcare, care and support.
4. Communicate in an open, and effective way to promote the health, safety and wellbeing of people who use health and care services and their carers.
5. Respect a person’s right to confidentiality.
6. Strive to improve the quality of healthcare, care and support through continuing professional development.
7. Uphold and promote equality, diversity and inclusion.

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| Experience |  |

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| * Relevant experience in a related field or personal experience
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| Education, Qualifications and Training | * Level 2 in Care, or willingness to work towards.
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| Values Base | * A belief in inclusion, evidenced through work practice or personal experience
* A desire to ensure people supported are at the heart of decision making
*  Commitment to the principles and practices of continuous improvement
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| Skills, abilities and knowledge | * Good personal organisation skills
* Able to contribute to written records
* Ability to reflect on practice
* IT literacy
 | * Familiarity with Microsoft SharePoint
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| Interpersonal and social skills | * Good verbal and non verbal communication skills
* Observe standards of dress appropriate to the post
* Honest, reliable and sensitive to the needs of others
 | * Able to represent the needs and interests of those supported to key people.
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I hereby accept the terms as stated on the Support Worker Job description

Printed Name

Signature

Date