



JOB DESCRIPTION

Job Title	Community Support Worker
Hours	Part Time/Full Time
Location	Various
Responsible for	Working with people who have a learning disability and who also may have a physical, sensory or acquired disability or mental health support needs, ASD, complex health needs
Responsible to	Assistant Director/Team Leader/senior support worker/locality manager
Job Purpose	A community support worker works as part of a team. Their role is to meet the assessed needs of the individual in a person centred way.
Main Tasks/ Responsibilities	<ul style="list-style-type: none"> • To assist the people we support in working towards and achieving goals mutually agreed in their support/person centred plan/HAP to enable them to lead as full and independent lives as possible. • To work within the Code of Practice for Social Care Workers. • To have a CRD/DBS update • To pay due regard to the rights, wishes and needs of the people we support. • To meet their practical needs in all aspects of daily life including holidays and social activities. • To undertake Key Worker responsibility as an aspect of your work if individuals choose/require such support as delegated and additional responsibility by your line manager • To undertake shift leader responsibility once competent in the post. • Maintain confidentiality at all times. • To work alongside other staff and volunteers, participating in normal home making duties or anything else which a person may require support with according to their plan. • Responsibility for own professional development/attend all training, contribute to the development of colleagues, undergo appraisals, training events, and supervision. Attend and contribute to meeting as requested by the position held. • Implement the operation policies as laid down by Linkability, relating to its Aims, Objectives, and Statutory Obligations/current legislation • Report to supervising staff any difficulties with equipment or other matters causing concern, accidents or untoward occurrences. • Participating in staff Sleep Over or Wake Watch duties as required as per contract
Recording and Administration	<p>You would be expected to maintain the following records for individuals, and household monies:</p> <ul style="list-style-type: none"> • Individual personal monies, household income/expenditure management in line with Linkability's current money policy • Preparation of written work for review meetings, staff meetings and other reports and daily records which may be requested from time to time, in line with statutory or Linkability's requirement

	<ul style="list-style-type: none"> • Prompt and accurate recording of any unusual or untoward occurrence in accordance with health and safety guidelines. • To adhere to company logging in procedures • To read and contribute and action emails and Linkability's IT systems
Communication	<ul style="list-style-type: none"> • To maintain effective communication and professional liaison within the staff team/s, with the people to whom support is offered, and any other relevant agency or individual in line with Data Protection • To contribute to, and attend, staff team or individuals' review/person centred planning/ meetings or any other meetings as required. • To contribute to maintaining good public relations with a view to enhancing Link Ability's image or reputation. • To work within Linkability's policies in relation to the individual's participation, open access to records and equal opportunities. • To work alongside professionals and volunteers in a shared team approach to meeting the needs of the individuals we support in a way that upholds their individual rights and enables the maximum amount of choice in daily living. • To take delegated responsibility for Key Work in respect of the individuals we support • To assist individual to meaningfully communicate and engage with others
Health and Safety	<ul style="list-style-type: none"> • To be responsible for health and safety as an employee in line with Linkability's Health and Safety policy statement.
Equal Opportunities	<ul style="list-style-type: none"> • All employees are required to discharge responsibilities and conduct themselves in line with Linkability's Equal Opportunity and anti discrimination policy statement.
Performance	<ul style="list-style-type: none"> • All employees are required to participate in Linkability's Continual Professional Development (CPD) and Appraisal scheme. • To perform strictly within Linkability's confidentiality and none beneficiary code of practice. • There is a requirement to attend training and complete training in agreed time scales.
General Obligation	<ul style="list-style-type: none"> • To have integrity and respect the high standards expected of Linkability's employees and at no time bring the organisation into disrepute.
	<ul style="list-style-type: none"> • Any other reasonable duty asked of you by the Company

Date February 2018

Jo Adshead
Executive Director