

Job Title: Specialist Behaviours Support Worker	Role Profile Number: SO00073
Grade: L Salary:	Date Prepared: 10/07/2017
Directorate/Group: Adult Commissioning	Reporting to:
Structure Chart attached:	

Job Purpose

Hawthorn is a flexible, developmental model of care for people with disabilities. People within the Hawthorn service are provided with high quality accommodation, flexible care from a specialist team, as well as support from a wider network

The specialist team will be responsible for supporting primarily across a number of bungalows. The specialist team will be flexible and willing to work hours over a 7 day week

Under the guidance of the Team Leaders, the Specialist Support Workers are responsible for ensuring the service functions effectively and develops skills to promote independence as follows:

- being supported to make their own choices about their lives
- living in a way that promotes privacy and dignity in their home and life
- being supported to aspire to reach their true potential
- being given the opportunity and support to develop new skills
- being a valued, contributing and positive member of the local community

Key Accountabilities

- This position may require initial travel out of county for transition of service users back to Swindon
- Fulfil sleep-in & waking night duties in accordance with the agreed rota
- Support line managers with people transitioning from residential settings to their own home
- Support Service Users in the implementation of an individual plan of life skills, key skills and independence skills in their bungalow
- Make accurate and appropriate entries in Service User's records, diaries and reports as necessary
- Support and enable Service Users to maintain a level of personal hygiene
- Ability to deal with complex behaviour that may challenge
- Organise and participate in appropriate activities and enable Service Users to take part in a wide variety of activities
- Safeguard Service Users and ensure their safety and wellbeing at all times
- Administers medication in accordance with the standards set by the Regulatory Body and the policies and procedures
- Ensure that all Service User's personal financial transactions are recorded and administered in accordance with individual placement agreement
- Check the daily diary and organise the appointments for that day
- Work positively and effectively with relatives, advocates and others involved with Service Users
- Communicate effectively with other staff to ensure a consistent approach
- Liaise with staff from other departments to provide a consistent approach to all aspects of Service User care
- The ability to work independently and part of a team
- Respond appropriately to incidents as they occur and report to senior staff accordingly
- Take responsibility for assigned tasks determined by senior staff or line manager
- To support the Service User by acting as an internal advocate, involving them in every aspect of their care

Supplementary Accountabilities

- It is the responsibility of all employees to work with managers to achieve a healthy and safe environment

and to take reasonable care of themselves and others. Specific individual responsibilities for Health and Safety will be outlined under key responsibilities for the post

- For a transitional period you are required to work with the service user in their current placement which maybe out of area, and may require you to stay for a period of time for training.
- Take all reasonable actions to ensure the security of the premises, property and equipment and the premises, property and equipment of partner organisations
- It is the responsibility of all employees to support Swindon Borough Council's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of SBC Equality & Diversity Strategies and Policies
- As an employee you will have access to information which is sensitive to either an individual or the organisation and you are reminded that in accordance with the requirements of Information Governance, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully, failure to do so may result in disciplinary action

Knowledge & Experience

- Eligible to work in the UK
- Able to complete all elements of the induction programme
- Able to attend and participate in all statutory training events
- Experience of working with people with disabilities

Ability to

- Provide personal care for people
- Provide support to complex and behaviours that may challenge
- Support people in day to day activities at home and in the community
- Support people with domestic tasks including but not exclusively; cooking, cleaning, laundry, shopping
- Support people taking part in leisure, recreation, social and educational activities
- Work independently and as part of a team
- Work a shift pattern including weekends, evenings, sleep-ins & waking nights

Qualifications

- NVQ level 2 in Care (Adult) & willing to work towards a Level 3 Diploma in Health & Social Care

- Basic literacy skills
- Basic numeracy skills
- Basic IT skills

Decision Making

- Take part in audits, assessments and investigations into matters of health, safety and security
- Take all reasonable actions to ensure the security of the premises, property and equipment and the premises, property and equipment of partner organisations

Creativity and Innovation

- Support service users to achieve the life they wish to lead by following their individual person-centred support plans

<u>Job Scope</u>	Budget Holder	no
Number and types of jobs managed 0	Responsibility	none
Typical tasks supervised/allocated to others		
none	Asset Responsibility:	none

Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Comply with Swindon Borough Council and local procedures to safeguard lone workers
- Report on service user progress and changing personal care and support needs
- Contribute to excellent working relationships with specialist health care teams, day support service staff, care managers and primary health care teams

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Other Key Features of the role (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	