SWINDON
BOROUGH COUNCIL

Role Profile

Job Title:	Support Worker	**Reporting to:**	Line Manager
Grade:	K2 + Sleep in payments	**Posts/Team reporting to this role:**	
Business unit:	Adult Commissioning/Social Care	**Role Profile Reference:**	

Role Purpose:

Building Independent Futures is a flexible, developmental model of care for people with disabilities. People within the Building Independent Futures service are provided with high quality accommodation, flexible care from a dedicated team, as well as support from a wider network, including supported employment, education in daily living skills and housing advice.

The dedicated support team is responsible for supporting three people living together in a household and provide support to people maintain independent living within their own flats. You will also provide activity based support to people in the community. The support should be flexible and willing to work hours over a 7 day week, including alternate weekends.

Role Accountabilities:

- To support an individual to become a full and valued citizen within their local community helping through the employment pathway.
- Support and encourage an individual in all aspects of their social, leisure and educational and employment lives promoting independence, personal autonomy and choice to meet their desired outcome. You will deliver person centred, flexible services.
- You will demonstrate through practice your understanding and belief that our customers are individuals and have the same human value and rights as anyone else irrespective of the degrees of disability and dependence. You will be imaginative, resourceful, flexible and willing to try your hands at anything.
- To encourage self-advocacy and personal autonomy.
- To enable an individual to participate in community life and promote independence.
- To provide personal care if needed in a sensitive and dignified manner.

- As required maintain records, contribute towards meeting ensuring that these comply with the data protection Act. Ensure paperwork is completed to provide evidence towards our KPI's.

- To take part in staff development programmes, assuming responsibility for continuous professional development. To participate in supervisions sessions and appraisals process.

- To support or enable someone with a disability and their family to obtain relevant information about choices and opportunities available to them.

- To adopt safe working practices including risk assessment, administration of medications manual handling and infection control.

- Contacts will be maintained with colleagues in other locally related services, and the Carers & families of an individual.

- To support individuals with their medication and liaise with families/health care professionals to ensure we are using the medication policy.

- To ensure that agreed goals and outcomes are monitored, clearly recorded and met, and reports written as required.

- To support individuals to maintain their home ensuring it is clean, tidy and safe to live in.

- To work to all the policies and procedures for example Health & Safety, Infection Control, data protection and confidentiality.

Other Key Features of the role

- To participate in the development of the service.

- To be aware and comply with Health and safety, Manual handling, COSSH, Fire, First aid, and accident/incident policies as set by SBC.

- Complete all mandatory training and induction.

- To be professional at all times and to always maintain and promote a positive image of the service & our customers.

- To be aware of the risk assessments and ensure their adherence.

- To complete risk assessments for your session and ensure our customers' safety.

- To adhere to all policies and procedures, including health and safety, data protection and confidentiality.

- To support the service users to achieve their goals and work with others to ensure the timetable runs smoothly.

Knowledge and Experience

- Knowledge of promoting independence through a multidisciplinary team.
- Experience of working in the community or care home on a one-to-one basis.
- Knowledge of issues affecting vulnerable people.
- Experience of supporting adults with a disability.
- Experience of completing forms and records.
- Understanding of Health & Safety, Infection Control and Manual Handling practices.
- Knowledge of Anti discriminatory practice.
- To be able to manage your own work load and to be able to decide when to pass over information and recommend what further action is required.

Statutory and or Qualifications required for this post:

- Working towards/willing to complete Care Certificate (or equivalent)

Contacts and Relationships

- To develop and maintain good communication with all relevant agencies, family members and social contacts, whilst only sharing information on a "need to know basis". Where joint work takes place, ensure effective communication with other services.
- Communicate with household members at a level that they understand, whilst being respectful and preserving dignity and keep accurate and complete records of communication.
- To attend and participate in regular team meetings and supervisions with your line manager.
- Maintain regular contact and communication with other team members.
- The ability to communicate with service users' using various methods and resources, working flexibly to meet the need of the client.

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.

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