

Joint Service For People With Learning Disabilities

Job Description

Job Title: **Bank Support Worker**

Responsible to: **Site Manager**

Main Purpose/Job Summary

To work flexibly both locally and across the city. To assist in providing agreed structured activities, care and development to adults with learning disabilities (who may display complex / challenging behaviour), either in their home, short term care or day service environment, on a casual basis.

Main Duties

1. To assist in carrying out individual programmes of care, including the management of complex / challenging behaviour, under the supervision of the manager and support from colleagues, and where possible, in consultation with the person him/herself, their family and other professional care staff.
2. To assist in providing constructive activities, taking into account the particular needs of the person receiving the service.
3. To assist in creating an environment which is both congenial to supporting the well-being and personal development of each individual using the service.
4. To provide appropriate support to maximise the service users independence.
5. To provide support and opportunities for the service users to develop contact with people outside the service.
6. To assist with the day-to-day individual care needs of the service users, including personal and intimate care and assistance with mobility.
7. To participate in individual planning meetings and care reviews as appropriate.
8. To support and enable the service user to visit and receive visits from health care professionals as directed by the manager.
9. To maintain records and review the progress of the service users.
10. To ensure the maintenance of high standards of nutrition, health, safety, cleanliness and personal hygiene.

11. To dispense and record prescribed medication, under the supervision of the manager.

Others Responsibilities

1. To establish and maintain good working relationships with parents, relatives and friends of service users.
2. To support and enable good relations between the individual and the local and wider community.
3. To establish good working relationships with staff from other settings.
4. To assist in the maintenance of good administrative and financial records, operating at all times within financial regulations.
5. To understand and comply with relevant Trust, Social Services & Joint Learning Disability Service policies and procedures, including policies dealing with risk management, and with aggression and violence.
6. To understand the policy practice and procedures of the Network Support Team within the Joint Management arrangement. This will include a knowledge of the Social Services Department requirement for staff.
7. To attend training courses/sessions in accordance with identified training needs, including participation in job consultations with the Assistant Manager.
8. To work flexibly both locally and across the city. Undertaking unsociable, weekend and sleep in duties on a casual basis.
9. To be aware of the requirements regarding fire precautions and to carry these out when necessary.
10. To be familiar with the Health and Safety at Work Act.
11. To ensure that furniture fittings and property are safe / clean and in good repair and to report any defects to the manager.

These principal responsibilities are not an exhaustive list of duties, only a general guide to the post. In consultation with the post holder, the duties may change from time to time to reflect the changing needs of the service.

Person Specification - Bank Support Worker

-	ESSENTIAL CRITERIA	How it will be tested	DESIRABLE CRITERIA	How it will be tested
Qualifications			Appropriate NVQ.	App Form
Skills/ Knowledge & Understanding	<p>Understanding the issues of working with people who have a learning disability.</p> <p>Ability to assist in the personal care for people with learning disabilities.</p> <p>To have good communication skills both verbal and written.</p> <p>To be numerate.</p> <p>To have the ability to work as a team member.</p> <p>To have some understanding of the issues involved when working with people who have complex / challenging behaviour.</p> <p>To be prepared to carry out all duties in accordance with Equal Opportunities and Social Services and Trust Policies and Procedures</p>	<p>App Form Interview</p> <p>App Form Interview</p> <p>App Form Interview</p> <p>App Form</p> <p>App Form Interview</p> <p>App Form Interview</p> <p>App Form Interview</p>		<p>Literacy Test</p> <p>Numeracy Test</p>
Experience			Experience of working with people who have challenging behaviour.	App Form
Personal Attributes/ Abilities	<p>To be flexible and adaptable in their working hours.</p> <p>Caring, diplomatic and have an ability to recognise the signs that they are stressed and seek support.</p> <p>To be able to work sleep-ins, unsociable and flexible hours</p>	<p>App Form Interview</p> <p>App Form Interview</p> <p>Interview</p>	Full clean driving licence	

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