

Core Support Worker Job Description

This job description is a statement of the core duties of a support worker. Every individual will have additional duties for their support worker specified on a separate sheet. If the employee has further duties these will be set out on a separate sheet.

Main responsibilities

1. To work as a member of a small support team for Person Supported.
2. To ensure that you check and clarify hours worked and inform your team leader of any changes to your rota to ensure adequate staff cover.
3. Ensure you understand the training requirements for the team you are working in.
4. You must ensure that you know when your training is due to expire and plan your refreshers in good time.
5. To provide support to Person Supported to live in their own home and to have a lifestyle which (s/he) chooses.
6. To help Person Supported with the choices they need to make in their day to day life, by using a balanced approach which emphasises advice and encouragement rather than making decisions on their behalf.
7. To help Person Supported stay safe and well while they live in their own home and uses resources in the local community.
8. To work with Person Supported to help them cope with their feelings and relationships, assist them in managing the practicalities of daily living and to access other support systems in the community.
9. To help Person supported with all areas of budgeting and in maintaining their household and ensuring that their financial obligations are met.
10. To treat Person Supported, at all times, as an adult and unique individual, recognising their rights to choose, dignity, individuality, sexual preference, love, friendship and respect.
11. To work with the Person Supported find and develop employment opportunities, and to support them secure and sustain employment.

Roles and Tasks

1. To help Person Supported monitor their mental and physical health and encourage them to take appropriate action to safeguard and maintain their health e.g. calling a doctor if they are unwell.
2. To help Person Supported develop and maintain their relationships with neighbours, friends and family by providing encouragement, guidance and organisational support where needed.
3. To work with the Employment Development Coordination to find, secure and maintain employment. To support them at their place of work and assist them to become a conscientious employee.
4. To help Person Supported organise and develop new work and recreational activities; to try new experiences, meet new people and broaden their hobbies and interests.
5. To work with Person Supported to develop their existing skills and to learn new skills.
6. To communicate respectfully with the other members of Person Supported support team with Person Supported's interests uppermost in mind.
7. To plan ahead with Person Supported for times when other members of the support team are absent.
8. To seek continually, to provide support in ways which utilise appropriate natural supports for Person Supported i.e. family, friends, colleagues, neighbours etc.
9. To seek continually, ways to ensure that Person Supported retains and enhances their power and control over their own life.
10. To, at all times, talk respectfully to and about Person Supported, recognising that they are an adult and that they have individual rights.
11. Specific support work will include: Assist and support Person Supported to:-
 - Be a successful householder
 - Maximise income through benefits
 - Assist in claiming and receiving benefits
 - Budgeting and paying bills, saving etc.
 - Assisting in access to welfare rights
 - Purchasing items for the home - home furnishings
 - Domestic support - shopping cooking etc

- Take care of their personal care needs, e.g. cleaning, bathing etc.
- Plan for their future and solve problems that are worrying them
- Make new friends and socialise
- To help find, support and sustain the Person Supported at work

12.To be fully committed to social justice, equality of opportunity and the elimination of all forms of discrimination.

13.Duties may vary from time to time as agreed by (Employer) and Partners for Inclusion/Just Connections.



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