



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Community Support Worker – Supported Living

Grade: 2

Directorate: People Directorate

Department: Community Support Services

Responsible to: Community Support Coordinator

Purpose of the Job:

To support adults with learning disabilities, to undertake tasks with/for the people using the service in line with their individual needs.

To use person centred approaches to enable people to make their own choices and have control over the support they receive

To promote social inclusion and contribute towards service development to meet individual and services outcomes

Main Responsibilities:

1. To assist individuals to adhere to their tenancy agreement and liaise with representatives from Housing Association.
2. Support the development of person centred planning, ensuring each individual's plan has meaningful and achievable goals with positive outcomes that meet aspirations as well as needs
3. Actively support individuals with housing related tasks including cleaning, pet care, plant care, light gardening, personal laundry, ironing, changing of bed sheets, shopping, menu planning, preparing and cooking meals
4. Support individuals to get in or out of bed, with dressing, undressing, going to the toilet, eating, drinking, showering, bathing, hair washing in line with personal support plans
5. Ensure all personal care tasks are carried out with respect for privacy and dignity and in line with the needs, wishes and preferences of the individual as defined in the support plan



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6. Promote healthy life styles for individuals, liaising with other professionals and agencies as appropriate
7. Undertake specific health related tasks and implement plans of support developed by members of the multi-disciplinary team following training
8. Support individuals to access a range of medical appointments eg doctors, chiropodist and optician. Implement treatment regimes as required. Support individuals admitted to hospital.
9. To administer medication in line with agreed policy and individual support plans following training
10. To adhere to safe moving and handling procedures in line with individual support plans following training
11. To contribute towards the planning/supporting individuals to access a range of leisure, work and educational pursuits in line with individual wishes and person centered plans (swimming, attending learning opportunities, days out, paid employment, volunteering, holidays)
12. To contribute towards the support for individuals to manage their own money on a daily basis including shopping, household bills and personal money management
13. Encourage the involvement of people being supported in the day to day running of their home, and to increase independent living skills
14. Actively promote effective communication, including accessible information to facilitate involvement and decision making. Support to read, write and deal with correspondence
15. To drive Community Support services vehicles as required and directed
16. Undertake/assist with the key worker role
17. Develop positive working relationships with family and carers and develop their understanding of the principles of the service delivery
18. Maintain the security of the building and the safety of the people receiving support including ensuring service users report maintenance issues and organize household repairs
19. To maintain records according to departmental procedures



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20. To participate in supervision and the corporate appraisal programme
21. To attend regular team meetings
22. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Dimensions

No budget or line management responsibilities

STANDARD CLAUSES

1. Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Rutland County Council's and other relevant bodies training programmes and policies.

2. Welfare

You have a responsibility for staff welfare, guidance and support in conjunction with Human Resources and other appropriate staff.

3. Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

4. Equal Opportunities

You will uphold Rutland County Council's Equal Opportunities practices in accordance with the Council's Equality and Diversity Policy, to ensure the promotion of fair and high quality services to all.



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5. **Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Rutland County Council's Customer Care Policies.

6. **Technology**

Where appropriate you will work with computer and other new technology and associated systems as required and support staff in its use.

7. **Risk Management Responsibility**

You will take reasonable steps to ensure your awareness of any issues identified in strategic or operational Risk Registers that impact on, or might be impacted on by the performance of your duties. You will exercise the proper care in carrying out actions to mitigate such risks as directed by your line manager or by corporate or departmental statements of policy.

8. **Environment**

You will familiarise yourself and work in accordance with the County Council's environmental policies and established office and work practices, including, but not limited to, those contained on the Environmental Policies webpage on the Staff Intranet available via the Climate Change intranet pages.

9. **Other duties**

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
NVQ 2/QCF in social Care or willingness and ability to achieve within agreed timescale	A, I

Desirable	Method of Assessment *
Dementia Training	A, I

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Knowledge of Person Centered Planning, Health Action Plans, SALT Plans, End of Life Plans and Communication Passports	A, I
Previous experience in a similar role	A, I
Knowledge of Safeguarding principles	A, I

Desirable	Method of Assessment *
Experience of community development work	A, I



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SKILLS

Essential	Method of Assessment *
Ability to liaise with other agencies, organizations, clients and their carers	A, I
Motivated and committed	A, I
Able to work on own initiative and as part of a team	A, I
Tolerant and diplomatic	A, I
Adaptable and flexible	A, I
Positive attitude to disability and an understanding of the purpose of advocacy	A, I
Appreciation of a multi-agency approach	A, I
Able to manage time effectively and prioritise action	A, I
Ability to demonstrate practical interpersonal skills	A, I
Ability to receive and communicate information verbally and in writing	A, I
Able to work with confidentiality, sensitivity and diplomacy	A, I

Desirable	Method of Assessment *
Appreciation of key working systems	A, I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognize discrimination and be proactive in ensuring the Council's policy is put into practice.	A, I



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OTHER

Essential	Method of Assessment *
Able to work from various locations	A, I
Able to undertake practical tasks including assistance with personal care	A, I
Ability to work flexibly to include weekends and Bank Holidays	A, I

Desirable	Method of Assessment *
Current full driving license	A, I

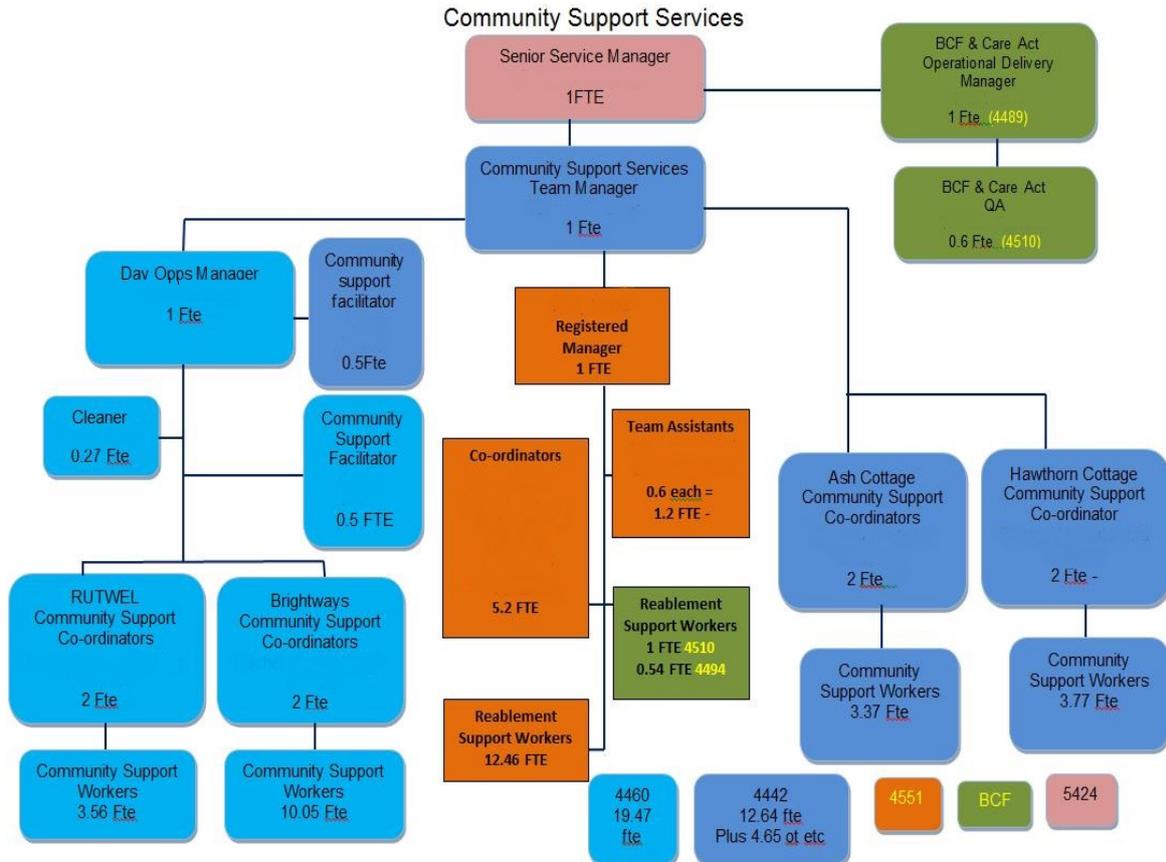
* **A = Application Form** **D = Documentary evidence** **I = Interview** **T = Test**



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STRUCTURE

June 2017



NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
6 th June 2017	YES	Tammy Thurley Team



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		Manager
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