

Respite Support Worker

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Job Description

Job Title Support Worker - Respite

Location 188 Whitley Wood Lane

Grade/Salary Range RG4 scp11 - scp22 - gateway @ scp17

Service/Directorate RESPITE
ADULT CARE AND HEALTH SERVICES

Job Purpose

Work as a member of a team to provide high quality support as part of a service user led service in the Respite Unit based in Reading.

Provide service users with opportunities to develop independence, build positive relationships and be empowered to make informed choices, within a person-centred approach.

Provide practical and developmental support in accordance with service users' assessed needs whilst them with dignity and respect

Designation of Post and Position within Departmental Structure

Team Manager

Assistant Team/Registered Manager

Senior Support Workers

Support Workers

Waking Night Support Workers

Main Duties and Responsibilities

- Provide support in the Respite Unit at 188 Whitley Wood Lane
- Provide support on a 24 hour basis including bank holidays, evening and weekend cover and sleeping-in duties, as required. There may be a requirement to undertake waking night duty, if cover is needed, this could include some lone working
- Access the community with Clients as and when required
- Assist in the planning, implementation and evaluation of individuals care
- Participate in service delivery via reflective practice and ongoing evaluation of service delivery
- Liaise with other agencies, professionals, families and carers
- Produce verbal and written reports. Attend Team Meetings and other meetings as required
- To take on General administration tasks for the service including ensuring rota is covered and collating information for monthly returns or reports
- To participate in the booking system for people attending the service, including coordinating dates and notifying carers of dates
- To ensure the Respite Unit is clean and tidy and meets CQC regulations
- To actively ensure the Respite Unit meets Health and Safety requirements and take proactive action to ensure all problems are reported and dealt with
- Assist in the implementation of developmental programmes, particularly within the context of person-centred planning
- Assist in the monitoring of service users' progress and wellbeing
- Assist in the assessment of risk and the planning of strategies to manage this
- Provide practical assistance to service users including personal care, everyday living skills and travel training
- Comply with all Council and departmental policies and procedures
- Actively promote the stated values of Reading Borough Council and current policy initiatives in relation to people with learning disabilities

Scope of Job (Budgetary/Resource Control/Impact)

None.

Special/Other Requirements/Responsibilities of this Post

<i>Level of DBS check required for this post</i>	Enhanced without a check of the barring list(s)
<i>If *, does the post require a check against the list of people barred from working with vulnerable adults?</i>	YES
<i>If *, does the post require a check against the list of people barred from working with children?</i>	NO
<i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i>	N/A

Is this post “politically restricted”? NO

Responsibility for Health & Safety: LEVEL 2

Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified

All staff carry out Risk Assessments with the service users.

Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above

All staff to operate within the Safeguarding Adults policy and any other relevant RBC policies and procedures

Person Specification

Qualifications/Education/Training

GCSEs or equivalent in English and Mathematics.

QCF/NVQ Level 3 in Care or Promoting Independence/related field or willingness to undertake

To progress incrementally through the gateway scp17 and up to scp 22

- NVQ Level 3 in Care or Promoting Independence or a related field.
- Able to demonstrate that they have been able to improve client skills whilst they have stayed at the respite unit
- Assisted the management team in the booking and confirmation of attendance at the Unit

Experience

- Some experience in a care or support role preferably with learning disabilities.
- Experience of working within a team.

Skills, Abilities & Competencies

- Clear communication skills, both oral and written
- Basic Microsoft IT skills, ability to read/send emails etc.
- Time management and working independently using own initiative where appropriate.
- Commitment to self-evaluation and reflection upon own practice.
- Commitment to anti-oppressive practice and the values of Reading Borough Council
- Deliver high standards of personal care and assistance to service users to meet their needs, with a sense of understanding, patience, respect and dignity
- Ability to undertake moving and positioning tasks to support service users
- Follow written and verbal instructions
- Ability to maintain accurate records
- Problem solving skills
- Able to prioritise tasks and use initiative
- Able to follow support plans and risk assessments
- Assess risks and potential hazards before undertaking tasks
- Observe & practice Health and Safety regulations
- Work alone under pressure & sometimes stressful and difficult situations
- Respect the cultural, racial and religious diversity of service users and colleagues
- Able to remain calm acknowledge good care practice and challenge and rectify poor care practice.
- Ability to recognise the changing needs of service users or the environment
- Able to deal with conflict in a professional manner

Specific Working Requirements

- Able to work unsocial hours including, weekends, evenings, and sleep-ins when required

Last Evaluated: November 2013(Job Evaluation Code: R1120) Evaluator Initials: NB

- Flexibility with shifts and patterns of work in order to meet service users' changing needs, this could include lone working
- Prepared to access the community with clients attending the respite unit
- Satisfactory Enhanced Criminal Records Disclosure