



JOB DESCRIPTION

POST:	COMMUNITY SUPPORT WORKER
RESPONSIBLE TO:	PROJECT LEADER
LOCATION:	WITHIN FCL SERVICES AS DIRECTED BY LINE MANAGEMENT
HOURS OF WORK:	FULL TIME = 36.25 HOURS PER WEEK
RATE OF PAY:	ACCORDING TO SPINAL COLUMN POINTS TABLE: UNQUALIFIED SCP 9, WITH NVQ (Care) 2 SCP 11, WITH NVQ 3 SCP 13. INCREMENTAL TO SCP 16.

The Community Support Worker will be responsible for:

1. Service Delivery

- 1.1 Actively supporting individuals and colleagues to maintain a safe, appropriate and comfortable living environment which reflects the personalities of the people who live there.
- 1.2 Developing a valuing, respectful relationship with the people who use the service.
- 1.3 Supporting people to participate fully in their local community.
- 1.4 Supporting an individual to explore lifestyle choices, cultural and faith practices and interpersonal relationships
- 1.5 Ensuring that the delivered service fully complies with the specification laid out in the individual's Person Centred Plan.
- 1.6 Adhering to the specific details in the rota to ensure that individuals receive their commissioned hours
- 1.7 Adapting his / her behaviours and responses to reflect the preferences of each individual as specified in their Person Centred Plan.
- 1.8 Acting in a professional way to advocate for individuals rights and choices.
- 1.9 Working in ways that enable people to achieve in all areas of their life, emphasising their ability.
- 1.10 Actively promoting and developing the individual's involvement in all decisions about his / her life.
- 1.11 Pursuing all possible opportunities for the individual to be have paid or voluntary employment.
- 1.12 Supporting Individuals to plan towards acheiving the goals set out in their Person Centred Plan.
- 1.13 Ensuring all work is in accordance with all Health and Safety Policies and Procedures.
- 1.14 The safe handling of, and administering or support to self-administer, prescribed medication.
- 1.15 Discreetly performing any personal care tasks which are required in a way which preserves the person's dignity
- 1.16 Supporting the individual to maintain a healthy lifestyle by advising, educating, and promoting positive choices

- 1.17 Working with other Professionals and the person's wider support network .
- 1.18 Supporting individuals to maintain and record their personal finances according to company policy.

2. Working Environment/Teamwork

- 2.1 Attending staff meetings as and when directed by the Project Leader.
- 2.2 Working alone and as part of a team to implement a high quality service at all times.
- 2.3 Participating actively in support sessions as directed by the Project Leader .
- 2.4 Demonstrating through work practice that he/ she respects and understands that they are working in someone else's home.
- 2.5 Working professionally with colleagues from other teams or agencies
- 2.6 Always acting as a professional representative of the Company in all environments, including training venues and in the community;

3. Areas of Responsibility

- 3.1 The completion and submission of a timesheet in the required format (which may be manual or electronic) by the specified time.
- 3.2 Completion of all administration systems according to the requirements of the Company.
- 3.3 If required, being the Support Coordinator for an individual as directed by the Project Leader and completing all duties required for the role.
- 3.4 Safeguarding individuals from all forms of abuse (physical, emotional, sexual, financial or otherwise) and immediately reporting any suspicion of abuse, however slight, to the appropriate authority.
- 3.5 Maintaining vigilance about the Individual's changing needs and reporting any concerns as soon as possible to Project Leader, Locality Manager or On-Call Manager as appropriate.
- 3.6 Ensuring all work is in fully accordance with Company policies.

4. Training and Development

- 4.1 Attending all mandatory and project specific training as directed by the Project Leader.
- 4.2 Holding a minimum qualification of NVQ level 2 in Health and Social Care or completing this award within 12 months following successful probationary period.
- 4.3 Maintaining and updating a Personal Training File.
- 4.4 Demonstrating a commitment to personal and professional development.
- 4.5 Successfully completing a 9 month probationary period. This will involve attending 3 reviews with the Project Leader.

5. General

- 5.1 Reading and complying with the Employee Handbook, all Company Policies and Procedures and other project specific protocols and guidelines.
- 5.2 Working flexible hours to meet the needs of a 24 hour rota system which may include waking watches, sleep-in duties and supporting individuals on their holidays.
- 5.3 This is not a comprehensive list: other duties may be required.

November 2008

SK/FFS

(Review due October 2009)