

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Support Worker
<b>HOURS:</b>	According to the rota.
<b>PAY:</b>	£8.30 p.h.
<b>HOLIDAYS:</b>	National Minimum Standard (28 Days, including Bank Holidays)
<b>LINE MANAGER:</b>	Manager
<b>LOCATION:</b>	132 Thicketford Road, Bolton and in the community.
<b>RELATIONSHIPS:</b>	Service Users, trustees, other trust employees, families and friends, visitors, and other professional workers.
<b>JOB PURPOSE:</b>	To positively support each service user in line with The Cornerstone Trust's principle of 'Personal Value' as described in the Mission Statement.

### **DUTIES:**

- To encourage and support individuals to carry out daily living tasks
- To undertake daily living tasks such as cleaning, cooking and laundry when a person is unable to do so.
- To support people with their care needs in accordance with their care plan.
- To support people in community based activities, including driving a vehicle.
- To contribute to the risk management process and health and safety needs.
- To work positively within the team and be supportive to colleagues.
- To attend regular staff, service users and service meetings as required.
- To attend all in-house and external training as required.
- When required, to perform Sleep In duties according to the rota.
- To support each person with their finances.
- To keep cash records of all transactions.
- To complete care plan monitoring records.
- To work in a safe and considerate way.
- To work in partnership with each individual according to Person Centred Principles.
- To promote and work within the Trust's Mission Statement, Policies, Procedures and Christian Ethos.
- To undertake any other duties connected with the post as may be required

**This job description is not intended to be exhaustive, but merely a guide to the main areas of responsibility and is subject to change in accordance with the service.**

## **PERSON SPECIFICATION**

**JOB TITLE:** Support Worker

**Criteria:**

Essential:

- N.V.Q. Level 2 in Care
- Have a positive commitment to all external and in-house training and be willing to learn
  - Induction and ongoing training
  - Refresher courses.
- Demonstrate a positive attitude towards supporting people with learning disabilities
- Have an understanding of your role in valuing a person as an individual and working in a person centred way.
- Be able to communicate clearly both verbally and in writing
- Demonstrate the listening skills needed and try to understand people who have difficulties in communicating their thoughts and wishes.
- Carry out basic sums and complete a cash book and petty cash voucher.
- Be able to write a simple, clear, factual report and record the days events
- Demonstrate a supportive attitude to colleagues and a commitment to working as part of a team
- Full Driving Licence and willing to drive the work vehicle