



Job Description: Activity Support Worker

Responsible to: Senior Support Worker

Responsible for:

Job Purpose:

To work as a member of the Care Team in meeting the personal care needs of the Service Users in a way that respects the dignity, privacy and rights of the individual. To promote the independence, choice and life fulfilment for the Service Users.

Every member of staff is expected to ensure that the Homes' Service Users', comfort, satisfaction and well being is cared for in a friendly, efficient and personalised manner at all times.

Main Duties and Responsibilities:

Service User Care

1. To assist and encourage Service Users who need help with dressing, undressing, bathing and toileting, utilising guidelines from Individual Care Plans as appropriate.
2. To help Service Users with mobility problems and other physical disabilities, including incontinence.
3. To help Service Users in the safe use of aids and personal equipment.
4. To make beds up, and change beds, tidy up rooms, and carry out light cleaning duties as required.
5. To ensure that Service Users clothing is presented in a clean tidy manner, and where there are repairs that these are put right.
6. To set tables, serve meals, prepare light meals and wash up, tidy and clear the dining area after use.
7. To encourage Service Users to participate in the Activity Schedule, both inside and outside the Home.
8. To accompany Service Users outside the Home, on appointments, trips out and home visits etc.

9. To accompany Service Users on holiday as required.
10. To have a working knowledge of individual Service User Care Plans, Service User Profiles and their Personal Files. To adhere to recommendations made in these Plans and Profiles, for both the service User and Support Worker safety.
11. To encourage community, friends and family contact.
12. To encourage Service Users in making choices and taking decisions which affect their lifestyles.
13. To act within the role of Key Worker as directed and as advocate where appropriate.
14. To assist senior members of staff in the safe administration of drugs and prescribed medication.

Personnel

1. To attend weekly staff meetings as required.
2. All staff and management will be expected to attend training sessions from time to time for which adequate notice will be given.

Property

1. To support the House Manager in all Fire Regulations issues.
2. To ensure all furniture, fixings and general fabric of the building is kept to a good standard.

General

1. To know, understand and abide by the Homes Operational Policies and Code of Practice for Service User Care Homes.
2. To abide by the Policies and Procedures laid down in the Operations Manual.
3. To abide by and demonstrate due diligence to all aspects of Health & Safety within the Home, and to act responsibly in reporting any shortfalls.
4. To contribute to the maintenance of a safe home environment in accordance with the Health & Safety Legislation as appropriate.
5. To attend and participate in hand over meetings using a Written Procedure as required.

6. To contribute towards writing reports.
7. To attend and participate in, supervision sessions with the designated supervisor as required.
8. To assist with the preparation and service of meals.
9. To provide night cover, either sleeping or waking if required.
10. To work unsociable hours as determined by a fixed weekly shift roster system.
11. To refer all Complaints or Grievances to the Senior Support Worker, so that they can follow the Written Complaints Procedure.
12. To report and record promptly and with accuracy all unusual and untoward occurrences and incidents relating to Services Users' behaviour. To be able to follow up with any further reports as requested.
13. To undertake other occasional duties which are considered necessary for the smooth running of the Home.

Performance Appraisal

In the interests of Service User Care, and to assist all personnel to achieve their objectives, the Company will carry out an annual appraisal interview.

The individual's needs and personal development will be identified, and the appropriate action points established.

Declaration

I, the undersigned, declare that I have read and fully understand my job description. I further understand that failure to carry out any tasks mentioned therein could result in re-training or disciplinary action being taken against me.

Signed..... (Employee)

In the presence of.....(Recruitment Co-ordinator)

Date.....