JOB DESCRIPTION

Job Title:	**Support Worker**
Responsible To:	**Registered Manager**
Hours:	**Full time, part time or bank**
Salary:	**Negotiable dependant on experience and qualifications**
Annual Leave:	**20 days holiday plus 8 statutory days (Pro rata)**

We support a wide variety of people, some are in formal Education that we support on a daily or residential basis and some are on the Opportunities programme that we support on a day or residential basis; all these people are referred to as learners throughout this document

EQUAL OPPORTUNITIES STATEMENT

Condover College is committed to becoming an equal opportunities employer. It is committed to promoting equal opportunities and preventing discrimination. This policy applies both to service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to Condover College's Equality, Diversity, and Inclusion Policy.

KEY RESPONSIBILITIES

1 To follow all legislation, guidelines and regulations relating to the residential care of the learners and to also follow the college's policy procedures.

2 Help create a homely atmosphere where the learners will be happy but also stimulated to learn new tasks.

3 To support the learners within the education setting working alongside the Tutor and Learning Support assistants

4 To assist the learners with their individual personal care needs on and off campus.

5 To act as an informal advocate on the learner's behalf.

6 To be involved in the teaching of self care skills to encourage the emotional, personal, social and cultural development of the learners. Creating opportunities for the teaching of new skills in all areas and assessing individual needs.

7 To promote and empower the learners through a person centred approach

8 To undertake appropriate risk assessments in relation to the learner's activities.

9 To support learners to fulfil their dreams aspiration and be ambitious for them

10 Maintaining confidentiality in line with legislation.

11 Sleeping in and 'on call' after finishing evening shift.

12 To assist the learners to communicate with home by telephone and letter and help them look after their pocket money. To help monitor and record the homes expenditure.

13 To liaise between College, the learner's Parents/ Families and residential home.

14 To accurately record in accordance with Condover College Policy and Procedures and in line with legislation, regulations and guidance.

15 To assist, plan and carry out leisure activities during the evening, weekend and holidays.

16 To contribute to the development, provision and review of care planning as appropriate.

17 To contribute to the safeguarding of the vulnerable adults.

18 To appropriately use and care for equipment, furnishings and provisions within the organisation, with particular reference to health and safety regulations.

19 To attend and participate in supervision and appraisal systems, staff meetings as required.

20 To communicate appropriately with the learners, their families, colleagues and other agencies and professionals.

21 To contribute to the development and effectiveness of working teams.

22 To deal with complaints in accordance with Condover College 'Complaint's policy and procedure.

23 To organise and be responsible for domestic tasks, laundry, meals and cleaning etc as appropriate to maintain a clean and safe environment for learners.

24 To undertake appropriate training and development as identified and agreed in supervision / appraisal meetings. To successfully complete the common induction training.

25 Participate in and support the learners on any holiday off campus.

26 Taking the learners for appointments on and off campus.

27 To assist in the monitoring and administration of medications and to deal directly with external agencies such as the GP, dentist or hospital, under the guidance of the Scheme Manager.

28 To carry out any other duties compatible with the post

The support worker will follow the routines and procedures set by their line managers.

Policies and Procedures

The duties and responsibilities of the post will be undertaken in accordance with the policies and procedures and practices of Condover College.

Name (Print): _____

Signed: _____

Dated: _____

PERSON SPECIFICATION

Position: Support Worker

Factors	Essential	Desirable
Skills and abilities	A commitment to working with adults with disabilities. Effective verbal and written communication skills. Organisational skills. To demonstrate the ability to work as part of a team. To lone work To work on own initiative. Understand and maintain confidentiality.	To engage and work constructively with adults with disabilities.
Knowledge relevant to the post.	To understand the needs of adults with a disabilities.	A working knowledge of relevant legislation and guidance. Knowledge of the Protection of Vulnerable Adults procedure.
Experience.		Working with adults with disabilities. Experience of completing risk assessments. Collaborative working with colleagues and other agencies.
Qualifications	Commitment to undertaking Diploma in Health and Social care level 3 as a minimum	Diploma in Health and Social care level 3 First Aid certificate. Manual handling training.
Any other requirements.	To work as part of a shift system and undertake sleep-in duties. A commitment to complete ongoing training and Continuing Personal Development.	Full Driving licence