

Grading

Job Description and Employee Specification

<u>Job title:</u> Specialist Support Worker	<u>Service area:</u> Adults and Health
<u>Post number:</u>	<u>Division:</u> Adult Social Care
<u>Grade:</u> Leave this blank	<u>Section/team:</u> Adult Support Team
<p><u>Overall purpose of job:</u></p> <p>To deliver inclusive and person-centred opportunities for adults with a learning disability with complex and / or challenging needs within community specialised building provision and other community settings.</p> <p>To enable adults to take part in meaningful activities, which meets their assessed needs, promoting independence, well-being, inclusion and choice and control.</p>	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<p><u>Main responsibilities:</u></p> <div style="border-left: 1px solid black; border-right: 1px solid black; padding: 10px; margin-top: 10px;"> <ol style="list-style-type: none"> 1. Participate in the development and reviewing of Person Centred Care and Support Plans. In consultation with the Senior Support Officer act on changes or concerns relating to health, wellbeing and behaviours of adults with complex and / or challenging needs. 2. Lead, develop and implement individual and group activities in partnership with Adults with complex and / or challenging needs, their circle of support, including family carers and personal assistants, and key partners maximising community inclusion using creative practice 3. Maintain effective records and personal information to the quality benchmark of North Lincolnshire Council including IT systems adhering to principals of Caldicott and data protection requirements. 4. Provide a full range of personal care support for adults with complex and / or challenging needs as and when required using specialist equipment as necessary. Act as a designated link worker ensuring emotional and physical wellbeing needs are met including support with managing behaviours and confidence building. </div>	

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5. Under the supervision of the Senior Support Officer and in conjunction with others, completes effective risk assessments, including moving with dignity assessments, to ensure safety and positive risk taking.
6. Follow policies and procedures when assisting / administering / storing/ recording medication.
7. Support adults with complex and / or challenging needs to maximise skills, including money management and reablement.
8. To carry out Driver/ Transport Support duties as per rota, complying with Risk Assessments
9. To safely support adults with complex and / or challenging needs by maintaining the necessary vigilance, awareness and take lead responsibility for supervision of groups and individuals within the group.
10. Understand and comply with Safeguarding policies and procedures.
11. To open / secure specialist venue as required and adhere to health and safety procedures associated with the venue.

Knowledge, skills and experience:

- Knowledge and experience of working with adults with complex needs and / or challenging needs.
- Demonstrate knowledge and experience of person-centred care and support, community inclusion and respect for individual choice, control and decision-making.
- Competent in compiling information and using a variety of information system e.g. Word processing, data bases and email.
- Able to support appropriate risk taking by devising and reviewing robust risk assessments including Lone Working.
- Level 3 qualification in Health and Social Care or equivalent knowledge, skills and experience with a willingness to work towards a formal qualification.
- Ability to engage effectively using a variety of techniques with Adults with complex and / or challenging needs.
- Excellent verbal and written communication skills and ability to prioritise.
- Ability to problem solve using a variety of techniques.
- Awareness of national policies and local procedures including Safeguarding Adults, Mental Capacity Act / Deprivation of Liberties

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Creativity and innovation:

- To creatively contribute to the development, implementation and review of person centred support plans in partnership with adults with complex and / or challenging needs in accordance with their needs and interests.
- To find new and engaging methods of interacting with adults to promote enablement and independence and respect diversity.
- The ability to devise contingency plans in relation to changing support needs, including adverse emergency situations.
- To creatively deliver person centred support, increasing individual choice and control, community inclusion and locality partnership working.
- Effectively engage with individuals using their preferred communication style.

Contacts and relationships:

- Daily - Adults with complex and / or challenging needs and their circle of support, including family carers – to ensure the effective delivery of individual support plans which may require negotiation skills. Following safeguarding principles and applying them appropriately.
- Frequent contact with Case Management teams and internal and external partners including the advocacy service and employers – To ensure ~~locality-based~~ partnership working and the delivery of holistic support for adults with complex and / or challenging needs .
- Daily contact with Team colleagues.
- Members of the public on a daily basis when supporting adults with complex and / or challenging needs in community settings to promote community inclusion.
- Senior Support Officer for support and guidance working together to support adults and for Supervision and Staff Development.
- Daily contact with Transport Drivers / Managers in relation to transport / support issues.

Decision making:

- As Lead Worker, makes decisions in response to need within delegated authority and under the guidance of the Senior Support Officer.
- To clearly understand and adhere to reporting mechanisms and line management structure.
- To make decisions around personal safety and that of any people being supported, including when lone working while following the Lone working Policy
- In consultation with the Senior Support Officer, contributes to Mental Capacity assessments in order to ensure decisions are made in the best interest of adults with complex and / or challenging needs

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- Makes decisions regarding implementation of support plans and activities under the guidance of the Senior Support Officer
- Makes decisions about emergency situations within delegated responsibility.
- Makes decisions in relation to risk management within delegated responsibility.

Responsibility for resources:

- Laptop and mobile phones with a combined value of £600.
- Possessions such as medication or money while people are being transported and transferring as appropriate.
- Handle service users money on their behalf up to £10.00 per day per person.
- Cameras, DVD players, laptops and portable televisions to a value of £600.00, during use or transportation
- Up to 50% of their time away from designated bases dependent on the needs of the people being supported.

WORK ENVIRONMENT

Work demands:

Work Demands:

- Requirement to work a rota system across 5 days covering the hours between 08:30 and 17:00
- Expected to work flexibly in response to service requirements across localities as required.
- Responds to changing support needs of adults which can be at short notice.
- Work routine subject to interruption due to the unpredictable needs of service users

Physical demands:

- To manage incidents as needed.
- Occasional use of Restrictive Physical / Behavioural Interventions.
- Regular moving with dignity of adults i.e. hoisting, wheelchairs etc
- Driving / transport support as required.

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- Working in potentially difficult environments, e.g. public swimming pools and other community settings.
- May need to carry equipment between community venues

Working conditions:

- To work in community venues, outdoors and in other bases dependant on need
- To work in the homes of adults with complex and / or challenging needs where conditions may be disagreeable.

Work context:

- Physical risk arising from working with adults with complex and / or challenging needs.
- May work alone with adults with complex and / or challenging needs.
- Lone working is a requirement of this post.
- Some risk to health and safety when using hazardous products e.g glue, cleaning materials.
- The working environment can be unpredictable and challenging both physically and emotionally.

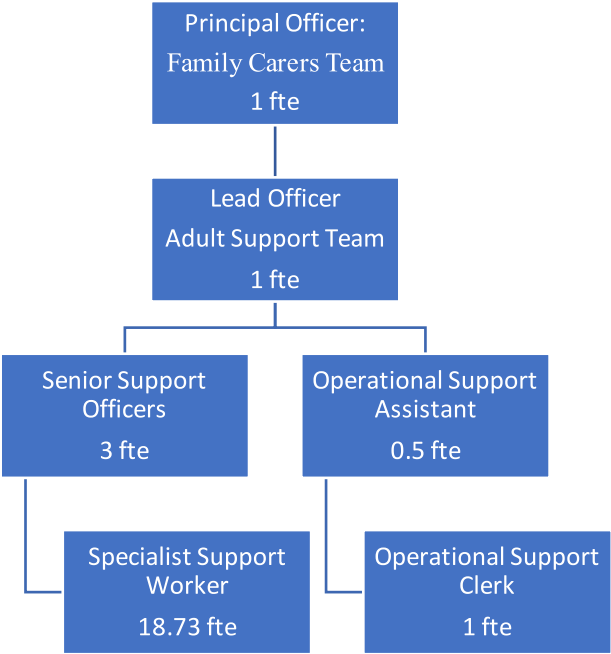
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Position in organisation:

Indicate how many staff the post is directly accountable for:

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Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
<p>Knowledge and experience of working with adults with complex needs and / or challenging needs</p> <p>Competent in compiling information and using a variety of information system e.g. Word processing, data bases and email.</p> <p>Level 3 qualification in Health and Social Care or equivalent knowledge, skills and experience with a willingness to work towards a formal qualification.</p>	
Knowledge, Skills and Experience	Interview
<p>Demonstrate knowledge and experience of person-centred care and support, community inclusion and respect for individual choice, control and decision-making.</p> <p>Able to support appropriate risk taking by devising and reviewing robust risk assessments including Lone Working.</p> <p>Ability to engage effectively using a variety of techniques with Adults with complex and / or challenging needs.</p> <p>Excellent verbal and written communication skills and ability to prioritise.</p> <p>Ability to problem solve using a variety of techniques.</p> <p>Awareness of national policies and local procedures including Safeguarding Adults, Mental Capacity Act / Deprivation of Liberties</p>	
Education, Training and Qualifications	Original documents
<p>Level 3 qualification in Health and Social Care or equivalent knowledge, skills and experience with a willingness to work towards a formal qualification</p>	
Working Arrangements	Interview
<ul style="list-style-type: none"> Ability to travel and work across North Lincolnshire to meet the needs of the service. 	

DESIRABLE CRITERIA	ASSESSED THROUGH:
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Knowledge, Skills and Experience	Application form (follow up at interview)
Knowledge of First Aid, Health and Safety and Moving with Dignity	
Knowledge, Skills and Experience	Interview
<p>Good knowledge and understanding of national policies and local procedures including Safeguarding Adults, Mental Capacity Act / Deprivation of Liberties</p> <p>Experience of leading developing and delivering individual and group activities based on individual support plans/interest</p>	
Education, Training and Qualifications	Original documents
•	
Working Arrangements	Interview
•	

THE POST IS SUBJECT TO:

Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974

Yes ☒No ☐

Political restriction

Yes ☐No ☒

The ability to speak fluent English under the Immigration Act 2016

Yes ☒No ☐

• Version Control

Author	HR Policy Team
Status	V0.1
Date approved	19 September 2012
Last updated	21 December 2021