



JOB DESCRIPTION

Support Worker

Responsible to: Firstly, the Operational Service Manager, Deputy Operational Service Manager, Regional Head of Operations, and ultimately the Director of Quality & Support and the Chief Executive.

Accountable to: People we support(s)

Relationships: 1. To establish and maintain good working relationships with all the people we support and staff.

2. To be sensitive and aware of the need for good relationships, and communication with relatives, guardians, or advocates of the people we support.

3. To ensure that the Registered Manager and House Manager are kept informed of people we supports' progress, or any problems which may arise, necessitating social work input.

4. To foster good relationships with the public, by promoting an understanding of autism, and the work being undertaken by Autism Together whilst maintaining a level of confidentiality.

Physical Conditions: Work is performed in standing and sitting positions. The work is undertaken indoors and outdoors. You will be required to work nights and/or sleep in duties as and when required. A current, clean driving licence is a desirable requirement of the post.

Accountabilities:

Finance: To ensure that measures necessary to comply with budgetary control is applied. To ensure that such monies as have been agreed for the purchase of food, outings, etc. are collected weekly and secured safely. To ensure that receipts to cover money withdrawn for domestic purposes are presented to the Finance Department within a reasonable time.

Materials: To ensure that people we support have a healthy and balanced diet, and that provisions are of a good standard, and stocks of food sufficient to cover any eventuality are held, and that any dietary requirements are met.

To ensure that people we support are suitably clothed, and their footwear is adequate for the activity they are undertaking.

To ensure that each person we support has his or her own personal hygiene items.

To ensure that any vehicle which is supplied for use by the organisation is treated with respect, kept clean, and driven only for the benefit of the people we support, and by those insured to drive on behalf of the Autism Together and to adhere to any mileage restrictions.





Main purpose of the role:

Care of People we support(s):

1. To be directly responsible for a small group of people we support, or a named person we support and to train and develop their potential, in accordance with their abilities.
2. To ensure that each person we support has a programme drawn up, which will provide appropriate training in social skills.
3. To draw up a programme of meaningful leisure activities for each person we support, enabling them to acquire independence, whilst at the same time encouraging them to integrate as a group.
4. To act as key worker to people we support, forge and maintain links with the families and take particular interest in their key person's welfare and well-being.
5. As and when required the key worker will, for reviews and other meetings, prepare, reports and assessments on their key people we support, present these reports and act on recommendations arising from them within the agreed time scale.
6. To maintain a high standard of 'good housekeeping', ensuring that all areas are kept clean and tidy.
7. To understand the organisation's health, safety and fire regulations, and ensure that they are strictly observed.
8. To accompany people we support on holidays.
9. To not permit any unauthorised person on the premises, but only those on official business, or friends and relatives of the people we support.
10. To ensure that necessary arrangements are made for people we support to attend the hairdresser, and to go on shopping expeditions.
11. To ensure that if medical help is needed for any people we support, it is sought promptly, and line management is kept informed.
12. To accompany people we support to medical, dental, and hospital appointments.

Employee Relations:

- 13 To participate in the staff appraisal and supervision programme.





14. To participate in and contribute to Staff Training Programmes.

All staff are required to always represent Autism Together in a professional and responsible manner.

Staff are required to undertake, in exceptional circumstances, and following prior consultation, other duties which may, from time to time be specified by senior management.

As with all post in the organisation, a high degree of confidentiality is always expected. At no time will the post holder discuss the individual people we support, their families or other confidential matters connected with Autism Together and its staff, outside of the organisation. Notwithstanding, under our confidential reporting policy you will be required to raise any concerns, particularly those concerns which may be deemed a matter of safeguarding the people we support.

This is intended as a guide to the main responsibilities of the post and is not an exhaustive list of duties. This Job Description is subject to amendment, following consultation with the post holder.

Please note that this position will be subject to an enhanced DBS check.

Information Assets and Cybersecurity

As part of your role, you will be responsible as an Information Asset Owner in supporting the organisation with cyber security and in its protection of its information assets.

Data Protection Act / GDPR

We are all expected to be aware of the Data Protection Act/GDPR and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information





Person Specification

Qualifications

Essential	Desirable	How this can be demonstrated
	Relevant qualifications e.g. NVQ2 in Care	Interview/ Application
	Education to at least GCSE or equivalent	Interview/ Application
	First Aid qualification	Interview/ Application

Experience / Knowledge

Essential	Desirable	How this can be demonstrated
	Knowledge of people with learning difficulties	Interview/ Application
Basic understanding of people with autism	Experience of working with people with learning difficulties/challenging behaviour	Interview/ Application
Understanding of the importance of confidentiality	Working with people in a residential setting	Interview/ Application
	Attending to the personal care of a people we support	Interview/ Application

Skills / Abilities

Essential	Desirable	How this can be demonstrated
High standard of care		Interview/ Application
Good oral and written communication skills		Interview/ Application





Ability to encourage and motivate others		Interview/ Application
Working alone and being proactive with people we support		Interview/ Application

Personal Qualities/Circumstances

Essential	Desirable	How this can be demonstrated
Ability to work shifts	Ability to drive	Interview/ Application
Commitments to the people we support rights		Interview/ Application
Commitment to equal opportunities		Interview/ Application
Ability to be away from home overnight for people we support holidays and training		Interview/ Application

