

Job Description – Support Worker – Covid Recovery

Accountability

The position is accountable to the Care Coordinator and Lead Director for Care.

Purpose of the Job

To provide care and support for service users in line with the needs and policies of the Charity as outlined in the Staff Handbook. This job is part of our Covid recovery plan and is for a limited period, on a 12 month contract.

Responsibilities

1. Work in the garden alongside, providing encouragement, promoting support and independence to service users, under the direction of the Gardener.
2. Work both inside and outside within the garden environment throughout the year.
3. Assist with preparing alternative purposeful and stimulating indoor activities in preparation for periods of bad weather.
4. Ensure the Health & Safety and well-being of all service users; ensure that they are wearing appropriate PPE at all times, - e.g. sufficient layers in winter, sun protection in summer, steel toe-capped boots.
5. Participate in the cleaning rota to ensure all buildings are safe.
6. Structure activities, provide support for and encourage the service users towards achieving their outcomes, as set out in their Service User Plans. Gather evidence as necessary to show that this is being achieved.
7. Act as Keyworker for a number of service users including:
 - o Liaising with carers to address any issues raised,
 - o Updating risk assessments as necessary,
 - o Preparing a short annual review report to demonstrate outcomes have been met,
 - o Conducting the annual review meeting, producing the review document and meeting report.
8. Provide support of a personal nature as and when necessary
9. Supervise the service users during tea and lunch breaks
10. Maintain service user daily notes and attendance sheets.
11. Follow up service users absences
12. Facilitate any day to day transport issues while continuing to provide service user support if needed
13. Attend training courses as required to ensure that both personal development and professional standards are maintained across the organisation.
14. Any other duties as necessary.

Specific Knowledge, Skills and Experience

Essential

1. Experience of providing care in a community setting
2. Willingness to work outside in the garden
3. Aware of key health and social care legislation
4. A positive track record of providing support to people with disabilities or mental health needs
5. Excellent communication and listening skills

Desirable

1. Level 2 NVQ health and social care
2. Experience of a range of home or supported work settings
3. Ability to use alternative communication methods