



JOB DESCRIPTION

SESSIONAL SUPPORT WORKER (ADULT SERVICES)

Accountable to: The Service Managers and Manager of the service you are working in.

Main Objectives: To deliver excellent support to vulnerable adults with a learning disability who may also have physical disability, mental health needs, substance misuse problems and/or long term conditions.

To provide emergency short notice cover across a range of services during periods of sickness and work on short term contracts within services to cover staff shortages in between recruitment.

To support vulnerable adults with essential personal and practical tasks of daily living that they are unable to manage on their own, such as getting up/going to bed, getting washed and dressed, preparing meals etc. To enable people to access activities and interests which meet personal goals and ambitions.

To ensure all work is carried out in a way that enables people to exercise their rights, have meaningful choice, control and power over the support services they receive.

Work with colleagues and people with learning disabilities in the promotion of the Westminster Society's core values, whilst fulfilling and furthering the aims and objectives of the service.

To deliver high quality support working within agreed policies, protocols and guidelines specific to the people / [person being supported.

Limits of Authority: To work within agreed budgets and policies and procedures of both the Westminster Society and the individual services.

Terms & Conditions All workers sign a terms and conditions agreement with the Society which sets out that you will be engaged on an 'as and when basis' and expected to work across all our services depending on your skills, experience, needs of the service and the availability of work. You will also be expected to attend essential training to keep your skills and knowledge up to date and meet our statutory requirements.

Pay The Society salary scale for Adult Accommodation based Sessional Workers is £9.79 per hour. The hourly rate includes payment for annual leave equivalent to 28 days leave for full time work. Therefore 10.8% of your hourly rate (£1.05) is the payment for your accrued annual leave.
Additional sleep-in payments in will be paid at £32.00 per night. Bank holidays worked are paid at time and a half.

KEY AREAS OF WORK:

SERVICES AND SUPPORT

- To support people to understand and meet their responsibilities as citizens
- To encourage individual involvement and responsibility through the “Active Support” Model and a “Facilitate not Fix” approach
- To support people to use community resources, promoting a variety of social and leisure activities
- To support people with their health needs including accurate medication management and actions in the event of ill health
- To deliver support using guidelines and protocols which are agreed within support and care plans, PCP activities, Positive Behaviour Plans, Health Action Plans communication passports and any other plans which detail best practice ways of working with someone.
- To provide a stimulating environment where skills can be maintained and developed.
- To help people with their physical care (e.g. washing and bathing) in a dignified and respectful manner.
- To support people with their intellectual and social development according to each person’s abilities and needs.
- To support people with staying active, taking part in activities, maintaining a healthy diet, staying in or returning to paid or unpaid work or education, maintaining personal appearance and dignity, respectful personal care, and accessing social contacts and company.
- Treat people as individuals and promote their dignity and independence, empowerment and social inclusion.
- To respect peoples’ gender, sexual orientation, age, ability, race, language, religion, culture and lifestyle and provide culturally appropriate support according to each individual’s cultural requirements.
- To enable people to have maximum possible choice and control of the service offered
- To act appropriately, given that each worker is a representative of the Westminster Society in the community and within the workplace
- To respond rapidly and provide emergency care as requested.

COMMUNICATION AND RELATIONSHIPS

- To encourage relationships, support people with their emotional needs, advocate on behalf of people as appropriate and encourage self-advocacy skills.
- To develop positive relationships with people and plan and provide support which enables them to achieve their goals.
- To support communication and advocacy at meetings and appointments including health appointments through awareness of purpose of the meeting and desired outcomes.
- To maintain a high level of confidentiality in awareness of the variety of places you may be working in.
- To maintain a friendly, warm, professional approach which supports the development of a trusting relationship
- To offer confidence to people being supported, families and professionals as a professional experienced worker with the appropriate skills to work in the service and offer high quality support.

ENSURING SAFETY

- To ensure the general well being, safety and security of everyone who uses the service by continually assessing risk and following up on issues and concerns.

- To maintain high standards of health, safety and hygiene by ensuring a clean and safe environment and supporting the people with their domestic responsibilities.
- To ensure that all accidents/incidents are reported within agreed procedures
- To personally undertake cleaning tasks according to the needs of the service.
- To work within agreed Health and Safety Policies and procedures and support people to develop awareness of their own health issues and healthy living.
- To support people to take medication and complete the necessary monitoring and recording regarding medication.
- To be aware of the vulnerability of the people we support and be alert to the potential for abuse and then follow agreed local and national procedures for recognizing and reporting situations that may put someone at risk or cause harm.

TEAM WORK

- To develop positive working relationships with team members in any service where you work and to carry out work in a way that provides support and encouragement to all team members.
- To work within the policies and procedures of the organisation and each service.
- To participate in shift planning, handover, daily recording and team meetings to ensure good communication and support within the team.
- To deliver continuity of care, be on time and reliable to the support sessions that you are booked to work.
- To be contactable via own mobile phone with answering service

PERSONAL AND PROFESSIONAL DEVELOPMENT

- To manage own time effectively and complete all responsibilities of a shift or support session.
- To attend support meetings with service based managers or the Service Manager, reflect on feedback given and use feedback to improve own work.
- To attend training and development opportunities based on mandatory and service specific training.

ADMINISTRATION AND FINANCE

- To maintain and update paper and / or computer based records including finance management in line with the Society's policies and legal requirements.
- To provide support with banking and budgeting issues for people being supported.
- To complete other administration tasks including letter and report writing at the instruction of a manager.

EQUAL OPPORTUNITIES

- To offer and support people with a range of new experiences & to encourage and support people to develop and pursue their own cultural interests.
- To encourage an awareness of a person's rights and responsibilities as citizens in their own home and within the wider community & to actively promote the Westminster Society's Diversity Policy and Statement of Values

Safeguarding:

All staff are required to take responsibility in all areas of work for safeguarding people at risk (both adults and children) from any form of abuse or neglect. In order to achieve this, staff are required to read the Westminster Society's Safeguarding Policy, participate in regular training and incorporate preventative strategies into their work.

In order to deliver services effectively a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to the above. Such duties, however, will fall within the scope of the post.



ADULT SERVICES SESSIONAL WORKER – PERSON SPECIFICATION

Qualities	PS	Essential	Desirable	Assessment Criteria
Education	1.	Ability to complete letters, reports, financial and other records using basic maths and English, with good spelling and grammar including basic use of IT systems including WORD, OUTLOOK and EXCEL	NVQ2/3 in Health and Social Care	Application form and assessment centre
	2.	Personal, volunteering or professional experiences which translate into the social care setting.	Experience of supporting people with learning disabilities, Autism, mental health issues, Dementia or physical disability	Application form and assessment centre
Experience	3.	Awareness of issues relating to health and safety, with the ability to look at a situation, assess and reduce risks, follow up on issues raised and work out the support someone needs and wants to live successfully in their home and while out in the community	Experience of working alone on one to one basis with vulnerable people	Application form and assessment centre
	4.	Ability to develop relationships, relate to and communicate in a professional manner with a variety of people including people with learning disabilities, their families, colleagues and other professionals.		Application form and assessment centre
Skills	5.	Physically fit and able to safely perform manual handling tasks where these are required such as using wheelchairs, hoists and will include daily living tasks such as shopping and cleaning	Willing and able (with appropriate driving licence) to drive Society Minibuses	Application form and Occupational Health

	6.	Ability to provide person care in a dignified manner which reflects individual preferences and safe practice for the person and yourself		Application form and assessment centre
	7.	Ability to quickly adapt to working with new teams and environments, pick up routines and procedures which are necessary for continuity of care and use initiative where needed		Application form and assessment centre
Knowledge	8.	Understanding commitment and ability to deliver high quality support which matches the Society's statement of values and CQC requirements of being Safe, Caring, Responsive, and Effective in all work activity		Application form and assessment centre
	9.	An understanding of the risks of abuse for vulnerable adults and the protocols in place to safeguard people against abuse		Application form and assessment centre
Motivation/ Disposition	10.	Absolute reliability and understanding the need for good timekeeping. Available to work flexible hours including weekends, evenings, early mornings, Sleep in at a service at short notice or as part of a short term contract		Application form and assessment centre
	11.	Commitment to developing own skills and learning through receiving support from managers, reflecting on feedback and attending learning events including core mandatory training		Application form, Assessment Centre
	12.	Friendly and positive approach and desire to work with adults with learning disabilities in a person centred way which achieves best outcomes for the individual		Application form and assessment centre

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