



## Job Description

<b>Job Title:</b>	Support Worker
<b>Responsible to:</b>	Service Manager
<b>Salary:</b>	£7.20 per hour minimum Avocet rate
<b>Job Purpose:</b>	The delivery of care and support to vulnerable people within a community based setting.

### Key Areas of Work:

#### Care and Support

- Work as a member of a Team in the delivery of care and support to vulnerable people in a skilled and professional manner
- At all times practice the policies and procedures of the Avocet Trust.
- Undertake the role of Key Worker to clients, as required by the Service Manager, coordinating and updating clients care plans.
- Maintain effective communications and liaison as appropriate with families, friends and the relatives of clients.
- Administer or supervise the administration of medication as required by the Service Manager and participate in all household tasks as required.
- Ensure that any condition that causes concern in relation to the physical and/or mental well being of a client is reported to the senior person on duty.
- Ensure that all clients are empowered to undertake their own personal choices in matters relating to their support and personal development.
- Ensure that all day to day activities and planned client holidays are achieved.
- Ensure that clients receive options of good quality nutritional meals of their choice each day.

#### Administration

- Participate in staff meetings and seek support and advice from senior staff as appropriate.
- Report any complaints (by staff, person supported and/or their family, or staff from other agencies) to the senior person on duty.
- Maintain an awareness of Health and Safety legislation and ensure that personal safety of clients, visitors and work colleagues is assured.
- Maintain up to date knowledge of the Fire Procedures and participate in the fire drills as required.
- Report and record all accidents and untoward incidents as per Avocets policies and procedures.

### **Finance**

- Ensure the safekeeping of client's property and finances.
- Ensure all administrative and financial procedures of Avocet Trust are adhered to.
- Ensure the effective utilisation of resources and equipment within the service.
- Immediately report any financial discrepancies to the Service Manager regarding the management of client's monies and petty cash.

### **Staff development and Training**

- Ensure that professional knowledge is kept up to date and maintain an awareness of current/new developments in the field of care for people with disabilities
- Develop and maintain a personal training plan and participate in staff training and development programmes as required.
- Undertake all necessary statutory and other training within the time scales required by the Trust.

### **Whistle-blowing**

- Immediately report to management any instances of the abuse of clients or the misuse of any of the clients property or facilities.

**N.B. This job description will change from time to time in keeping with new legislation and the need to continually re-assess and meet the needs of our clients.**