

Job Description & Person Specification

Post:	Support Worker
Accountable to:	Supported Living & Community Support - Locality Manager
Location:	Expectation to work across all services where required

Ategi are a not-for-profit provider of support services in Wales and England. The organisation currently offers three services for adults with additional needs: Shared Lives, Supported Living and Community Support.

1. Aims Of the Service

Job Purpose:

- Provide a person-centred service enabling people to lead full and valid lives within their homes and the community in accordance with their preferences and choices.
- Establish and maintain good working relationships with internal departments, parents, families, advocates, external agencies, and care managers and other professionals and stakeholders to aid the delivery of individualised services; ensuring that the needs of the people we support are met. Undertake other duties within the remit of the post as required.

Responsibilities

Service delivery

- To assist with the general support of the individuals as per their personal plans and needs' assessment.
- Promote and support individual's personal development through the implementation of individualised personal plans and ensure they are accurately monitored and followed.
- To assist with intimate personal care such as personal dressing, personal hygiene, and bathing.
- Support individuals in ways that allows their voice and opinions to be heard at an individual and organisational level.

- Support and enable individuals to access their rights, including having the opportunity to understand the consequences of their actions and choices.
- Respect and maintain the dignity and privacy of supported individuals, particularly during any personal care activity.
- To liaise with families, friends, advocates, external agencies and the staff team to provide a consistent approach that meets individual needs.
- To assist and encourage people to become integrated members of their community by promoting the use of community-based leisure and recreational activities, creating opportunities so that individuals develop, establish and maintain personal relationships and social networks.
- Successfully complete medication training, as well as to take and pass a medication proficiency test after training has been received.
- To assist in maintaining accurate records i.e., finances, personal records, health and safety, monitoring records and any other necessary paperwork in agreement with the line manager.

Organisational responsibilities

- Comply with legislation and Ategi's policies and procedures, including Health and Safety, Equality and Diversity, and Safeguarding, reporting any concerns to your line manager or a senior manager.
- Maintain confidentiality in line with GDPR and Ategi's policies and procedures.
- Contribute to the overall development of the service and promote a positive image of the people we support and the organisation.
- Register with Social Care Wales within six months of employment with us and maintain registration during your employment, complying with the SCW Code of Practice and representing Ategi in a professional way.
- Demonstrate a strong commitment to Equality, Diversity, and Inclusion (EDI).

Personal Development

- Evaluate and develop own practice through full participation in the supervision and appraisal process, attendance at meetings and training session.
- Keep up to date with best practice and ensure this is reflected in the service and contribute to the implementation of change as required.
- Attend and actively participate in mandatory organisational and external training, team meetings and other organisational meetings as required (in person and online).

- Attain the required qualification(s) for your role to comply with Social Care Wales and legislative requirements.
- Undertake other duties within the remit of the post as required.

Who we're looking for:

We are looking for someone who is passionate about the work we do and is dedicated to working in social care with demonstrable experience. This role is very person-centred and you'll need to have excellent communication skills and be able to maintain excellent working relationships whilst upholding Ategi's values. You must be highly motivated and organised with a positive, proactive approach to your work.

We would like to inform you that this role is part of a regulated activity and as such, we will be conducting DBS (disclosure and Barring Service) Checks, as well as ID and Right to Work Checks.

As with all job descriptions, the pattern of work is subject to review and reasonable adjustment in accordance with the needs of the service.

Person Specification

Experience	Essential	Desirable
Experience in developing positive working relationships with a wide range of individuals & groups	✓	
Experience working in Health & Social Care or in similar sectors	✓	
Be able to write and maintain accurate records of activity for monitoring purposes	✓	
Qualifications		
Level 2 in Health & Social Care (or similar qualification) or be willing to work towards completing level 2 in Health & Social Care.		✓
Ability to demonstrate continuous professional development		✓
Personal Qualities		
Must be able to work under own initiative	✓	
Have strong personal values - having consideration and showing respect for others	✓	
Good communication skills, both orally and written and be able to communicate effectively with the people we support and members of the community	✓	
Ability to relate well with individuals and to promote equal opportunities and respect diversity	✓	
Have an interest in hobbies and leisure activities and a willingness to share these with others	✓	
Be friendly, helpful, kind, caring, honest, and patient	✓	
Have a full clean UK driving licence	✓	
Welsh language		✓