

Job Ref: SW/SL/SR

Independent Options (North West)

Job Title:	Support Worker – Supported Tenancy
Hours:	30 hours per week, including evenings, weekends and bank holidays. Waking Nights are part of the rota
Location:	Supported Tenancy
Salary:	£15,843 per annum (pro rata)/£8.21 per hour
Holiday entitlement:	28 days annual leave, inclusive of bank holidays

Responsible to:	Supported Living Manager
General role:	To provide individualised person centred support to tenants, with the objective of assisting them to maintain a personal and valued lifestyle in accordance with their wishes.

Main Responsibilities/ Duties:

1. To support, assist and guide the tenants in managing their own home across a range of activities which will include domestic duties, paying bills, shopping, cooking, and may include collecting benefits and gardening.
2. To provide support for people using the service in a way that will help them to develop to their full potential.
3. To develop and sustain warm and trusting professional relationships with tenants, families and carers.
4. To respect the tenants' right to privacy and to ensure that their dignity is maintained at all times.
5. To be responsive to the individual needs of the tenants within the framework of their Person Centred Plans and to respond flexibly to their changing needs.

6. To enable tenants to become as independent as possible and to grow in confidence, competence and personal effectiveness in the following areas:
 - Social skills and relationships.
 - Daily living skills.
 - Using community resources and facilities.
 - Self organisation and coping abilities
 - Personal Safety.

To achieve this through the provision of practical assistance, support, teaching, advice, role modelling, encouragement and positive feedback.

7. Actively encourage and enable the tenants to contribute to, establish and maintain reasonable standards of self-care. This may include personal care duties.
8. Assist in the planning of menus and preparation of meals in accordance with the wishes, health and cultural needs of individuals.
9. To promote nutrition, relaxation and exercise as part of a healthy lifestyle.
10. To ensure that tenants receive all necessary advice, care and regular health checks to ensure their physical health and well being.
11. Assist the manager in the process of assessment of service users, and the ongoing update of information, including support planning, risk assessment and Keyworker tasks.
12. To encourage and support service users in expressing their needs, views and concerns. To enable service users to make choices and decisions and to participate as fully in the planning and decision making process.
13. To be responsive to the individual needs of the service user within the framework of the Support Plan and Person Centred Plans.
14. To support service users in developing a socially valued lifestyle which includes a varied range of cultural and age appropriate experiences to enable people to access social, leisure and educational opportunities.
15. Assist in planning and implementing social, leisure and educational activities for each individual. Building on the strengths, interests and aspirations of the service user whilst not being exposed to unacceptable risk.
16. Operate effectively within the keyworker system by liaising with the tenants, their parents/carers and any other relevant individuals or agencies.
17. Assist tenants in their relationships with other agencies or individuals if necessary.

18. Monitor progress so as to adjust the amount of time spent with individuals and groups.
19. Attend, contribute and participate in reviews and case conferences, many of which will be multi-disciplinary.
20. Maintain accurate records in support of professional practice and key tasks.
21. Work in accordance with the Health and Safety legislation as defined by Independent Options.
22. Ensure that the administration of medication is accurately recorded and that the drug administration policy is followed precisely.
23. To carry out general administration duties, housing management tasks and services as required.
24. Adopt a flexible approach to team working arrangements, undertaking sleep in duties as part of the planned monthly roster this could be at short notice if covering at times of holidays and sickness.
25. To notify the service manager of planned whereabouts and to submit accurate timesheets and expense claims.
26. To accept and participate in staff supervision sessions, team meetings and appropriate training programmes, including involvement in the NVQ Programme.
27. To identify own training and development needs in discussion with the line manager.
28. To observe all written policies, procedures and guidelines for good practice agreed by Independent Options.
29. To maintain up to date awareness of legislation and good practice related to the specific service group.
30. To work within the performance management system for Independent Options.
31. To follow guidance provided by the Strategic Management Team to provide services.
32. Any other duties as required by the Strategic Management Team and/or Board of Trustees.