

JOB DESCRIPTION

Job Title:	Support Worker
Location:	Aylsham and District
Reporting to:	Assistant Care Manager
Main Relationships:	Management Team, Services Staff, Volunteers, Members, Families and Carers

Job Summary

To plan, support and deliver person centred care through the day centre and in the home, working flexibly over a 7-day period to fulfil the needs of the service. You will support members to meet their goals and needs through the provision of meaningful and stimulating activities, delivering all service activities in accordance with Aylsham Care Trust's agreed policies and procedures.

Job Responsibilities/Main Duties

1. To enable members to achieve independence as far as possible in all areas of their life, by providing appropriate information, opportunity, training and support.
2. To deliver across all elements of Aylsham Care Trust's services, including centre and home support services.
3. To develop and deliver person centred activities across a range of core areas.
4. To assist in devising, implementing, monitoring and reviewing member's care plans.
5. To ensure that all activities are carried out in accordance with relevant legislation and in accordance with the organisational policies.
6. To support members to meet their personal care needs sensitively and appropriately to a high standard and to support/administer medication whilst in the day service.
7. To enable members to carry out all tasks involved in their daily life. To include supporting people with managing their finances and their home, domestic tasks, meal preparation, shopping, and assisting with medical and routine appointments.
8. To support and mentor, where appropriate, new staff and volunteers.
9. To attend relevant meetings and training.
10. To keep accurate, relevant records in a timely manner and carry out all reporting in a person-centred way.
11. To build good relationships with families, carers and other professionals involved in the individual's package of care.
12. To carry out any other duties not listed which the organisation might reasonably deem to fall within the remit of a Support Worker.
13. To promote a positive image of the organisation and to support marketing and promotional activities as required.
14. To be flexible and provide operational cover for colleagues by arrangement.