

## Enable Support Services Job Description

<b>Job Title</b>	<b>Support Worker</b>
<b>Location</b>	Base – Yeovil Area covered – South Somerset and Mendips areas. West and North Dorset.
<b>Accountable to</b>	Community Supervisors and Senior Managers
<b>Salary</b>	£8-10 per hour
<b>Employment Status</b>	Permanent
<b>Annual leave</b>	20 days plus statutory bank holidays pro rata and additional day off on employee's birthday
<b>Notice Period</b>	One month
<b>Benefits</b>	Fully paid mileage and travel time. Fixed days off, long service annual leave. Free training, free contract smart phone.

### **Service Description**

- The service provides community support to people living in their own homes.

### **Job Purpose**

- To provide high quality, individualised practical and social support to service users in their own homes and other community settings.
- To contribute fully to the functioning of the service via active participation in all team processes.

### **Key Tasks/Responsibilities**

- To provide high quality community support to service users with complex social care needs including mental health needs, learning disabilities, Asperger's Syndrome and physical disabilities. This work involves support with activities of daily living such as shopping, housework, accessing community activities, attending appointments, budgeting, meal preparation, assistance with housing and benefits issues, and social support in the community.
- To demonstrate active commitment to safeguarding – working within ESS Safeguarding policy at all times and participating in training as required.
- To work positively and in partnership with other involved agencies.
- To work within all ESS operational policies and procedures, including Health and Safety.
- To ensure that ESS continuously improves the services it offers by contributing to team activity and functioning.
- To actively participate in supervision, appraisal and continuous professional development.
- To maintain professional boundaries at all times – working within the ESS Professional Boundaries Policy at all times.
- To practice the values of ESS at all times.

### **Person Specification - Essential Qualities/Experience**

- Minimum of 1 year's experience in working in social care – ideally in supporting people with mental health needs **or** working as a volunteer/unpaid carer with someone with a mental health need.

- Commitment to Safeguarding vulnerable adults
- Competent to work safely and independently in the community with limited direct supervision.
- Commitment to ongoing personal and career development including willingness to undertake NVQ/QCF level 2 or 3 (if not already obtained)
- Availability to work on a shift rota across ESS operating hours including early mornings, evenings and alternating weekends.
- Good standard of written and spoken English.
- Good interpersonal and communication skills, in particular the capacity to listen.
- Flexible, non judgemental and person centred approach to working with people with a variety of complex needs.
- Honest with high levels of integrity.
- Commitment to working in an enabling way in line with company values.
- Daily access to a computer/email in order to maintain contact with ESS Management team.
- Access to a car with clean driving licence
- Enhanced DBS clearance
- Ability to work flexibly to deliver tailored support packages to a number of service users across the locality.

**Desirable Qualities/Experience**

- Knowledge and understanding of a range of mental health needs.
- Completion of accredited Mental Health training.
- Wide range of life experiences to provide an enabling and positive approach to client's experiences and in meeting their needs.

**NOTE**

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of terms and conditions. The job description will be reviewed during the annual appraisal process and any subsequent changes in duties will be noted in the appraisal process.

I confirm I have read and understood the above job description.

I confirm that I understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee  
Name \_\_\_\_\_

Employee  
Signature \_\_\_\_\_

Employer  
Signature \_\_\_\_\_

Date \_\_\_\_\_