



Supported Living Worker -Job Description & Person Specification

Supported Living Worker

Rate of pay: £11.84- £12.30

Hours:

A/L entitlement:

Responsible to: Domiciliary Manager

Mission Statement

- The Orchard Trust supports the involvement, independence and development of people with learning disabilities

Values of the Orchard Trust

- Kindness
- Respect
- Working together
- Individuality

Job Description and Person Specification

<p>PERSON CENTRED</p> <ul style="list-style-type: none"> ● To demonstrate respect and dignity to those you support ● To always act in the best interest of the people you are supporting ● To assist in creating an environment that is supportive and positive ● To work with a person centred approach ● To enable and empower people to develop new skills and independence ● To provide personal and physical care, if required, in line with care plans and risk assessments ● To communicate effectively and appropriately ● To support people in establishing new friendships and maintaining existing ones ● To recognise people's talents and promote individuality ● To actively encourage participation in leisure, education and community life, helping people access services that promote their well-being and support people on holidays away from home. ● To assist in overcoming barriers so as they may experience new opportunities ● To assist in providing a safe and supportive environment ● To protect, identify and safeguard from abuse all vulnerable people and undertake the correct procedures for reporting a safeguarding concern 	<p>TECHNICAL</p> <ul style="list-style-type: none"> ● To assist in upholding the rights of tenants as citizens ● To ensure that tenants are encouraged to participate as fully as possible, in decisions affecting their lives. ● To assist tenants with aspects of everyday living needs to promote empowerment, develop new skills and independence ● To be able to work within tenants homes and willing to lone work. ● To administer medication as required in line with Orchard Trust policy and individual care plans ● To encourage tenants to participate in all meetings and to empower them to make decisions. ● To assist tenants when necessary, in managing their personal finances ● To actively participate in review and other relevant meetings ● To adhere to Orchard Trust's Policies and Procedures and CQC Essential Standards of Quality and Safety ● To keep up to date and accurate records including dealing with petty cash records
<p>PERFORMANCE MANAGEMENT</p> <ul style="list-style-type: none"> ● To undertake any training deemed necessary ● To fully prepare for appraisal meetings 	<p>PERSONAL LEADERSHIP</p> <ul style="list-style-type: none"> ● To be an efficient, collaborative and effective team member ● To communicate effectively and appropriately ● To feedback observations and ideas and share your learning ● To identify problems and opportunities ● To be proactive ● To seek continuous improvement ● To encourage trust through own actions
<p>PROFESSIONAL CONDUCT</p> <ul style="list-style-type: none"> ● To maintain and establish good relationships with professionals, colleagues and anyone you come into contact with through your role ● To always behave in a professional manner ● To display a personal appearance that is clean, appropriate and tidy and dress accordingly 	

- To maintain confidentiality
- To assist with fund-raising activities across Orchard Trust
- To uphold and demonstrate the values of Orchard Trust and apply these to all internal and external interactions.
- To act as an ambassador for the Orchard Trust
- To express views in a constructive way
- To collaborate to seek the best outcome for the Trust, supporting other teams where appropriate
- To deliver on commitments in a timely way

Key Skills and Person Specification – Supported Living Worker

	What we are looking for	What this might look like
Team Working	<ul style="list-style-type: none"> ◆ Works collaboratively and effectively within a team ◆ Is flexible, reliable and adaptable ◆ Is actively involved in promoting high standards ◆ Has a 'can do' positive attitude ◆ Able to work on own initiative ◆ Problem solver and prepared to go the extra mile ◆ Complies with all aspects of statutory and OT regulations 	<p>You will actively respond to and support your manager, supervisors and team to maintain a high quality provision.</p> <p>You are self motivated and flexible to change, sometimes without much warning</p> <p>Work collaboratively within your team, treating each member with dignity and respect</p> <p>Help generate solutions to any problems that may arise</p>
Communication and interpersonal skills	<ul style="list-style-type: none"> ◆ Communicates and listens effectively at all levels ◆ Maintains confidentiality ◆ Has a sense of humour ◆ Behaves in a professional manner and acts as an ambassador when representing the Orchard Trust 	<p>Speaks clearly and uses appropriate language</p> <p>Shares information effectively</p> <p>You will ensure that chatter and social networking do not lead to inadvertently breaking a confidential piece of information</p> <p>Ensures all sensitive documentation is secure</p> <p>Promotes the Trust as a 'great ' organisation</p>
Literacy and Numeracy	<ul style="list-style-type: none"> ◆ Able to read, comprehend and write neatly, legibly and accurately. ◆ Can spell well ◆ Is able to undertake simple mathematical calculations ◆ Has the he ability to write factual information rather than opinion in a succinct way 	<p>Up to date records and documentation will need to be completed, such as communication books, food and bowel charts, reports for reviews, minutes of meetings etc</p> <p>You may need to add, subtract, multiply and divide when undertaking petty cash duties, measuring for curtains etc</p> <p>Any records completed will need to be 'SMART'; specific, measurable, authentic, relevant and timely'</p>

IT	<ul style="list-style-type: none"> ◆ Be able to use a computer effectively or be prepared to undertake the necessary training and have a working knowledge of Microsoft Word. 	Produce a menu, invitation, write a report, letter etc
Planning	<ul style="list-style-type: none"> ◆ Excellent time management ◆ Good organisational skills ◆ Able to work within agreed timescales 	<p>Begin your shifts promptly</p> <p>Complete set tasks within given time scales</p>
Experience	<ul style="list-style-type: none"> ◆ Experience of working alongside people with learning difficulties or in the Health and Social Care Sector 	
Training and Development	<ul style="list-style-type: none"> ◆ Responds to constructive feedback in a positive way ◆ Uses reflective practice to improve performance ◆ Undertakes all training deemed necessary ◆ To undertake the Care Certificate (a mandatory requirement). This must be completed within 12 weeks of commencement ◆ Essential for three years driving experience and full driving licence and if eligible a willingness to drive a Trust vehicle and undertake a driving assessment ◆ To have Class 1 Business insurance on private vehicle 	<p>Reflect on your working practises. What was good, what wasn't so good, how can I improve and how will I do it next time.</p> <p>Show the motivation and competence to undertake a Level 2 Health & Social Care Diploma and complete within 18 months of commencement.</p> <p>Use feedback from others to improve work performance</p> <p>Actively involved in the supervision process</p> <p>Takes responsibility for and has a commitment to training</p>

Initiative	<ul style="list-style-type: none"> ◆ Identify problems and opportunities ◆ Be proactive 	Look for new opportunities and be willing to initiate new ideas
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This job description, key skills, person specification and examples given are intended as a guide and are not an exhaustive list of duties, skills and behaviours necessary for the role. There will be a requirement to be flexible in line with changing needs.

As users of the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for all advertised vacancies.

