

# Liberty Centre Ltd.

## JOB DESCRIPTION

**POST:** Support Worker

**SERVICE AREA:** Day Service /Domiciliary Care /Supported Living

### PRIMARY JOB FUNCTION

Assisting with the personal, mental, emotional and social care of all clients and working as part of a team to provide a consistent, stimulating and caring environment for clients who have a learning disability plus Autistic Spectrum Disorder( ASD)

A Full Uk Drivers licence will be an advantage.

### DUTIES AND RESPONSIBILITIES

- 1) Offer personal care to the service user in a respectful, dignified and non-judgmental manner using appropriate manual handling techniques and equipment if required and participate in training relevant to this.
- 2) Support client in accessing and participating in community based activities such as Adult Education classes, social events, sports groups etc.
- 3) Complete all written information according to requirements in a manner, which is professional and accessible to colleagues and other professionals.
- 4) Participating in sleeping-in duties, evenings, weekends, bank holidays and clients holidays.(Domiciliary Care Units Only)
- 5) Responsibility for the ongoing management of the service in the absence of more senior staff.
- 6) Administer prescribed medications to clients according to departmental policies and procedures.
- 7) Undertaking supervised key worker duties with clients, family and other key workers as appropriate.
- 8) Participating in the development, monitoring and the updating of Person centred Plans for key client.
- 9) Appreciate, understand and have knowledge of different ethnic needs, and ensure that they are met and encourage clients similarly.

- 10) Have awareness of oppressive and sexist attitudes and encourage clients to avoid these.
- 11) To undertake driving duties if required.(U.K Licence holders only)
- 12) To respond in an appropriate way to aggressive, self-injurious, or other challenging behaviour exhibited by client.
- 13) To undertake any other tasks required that help with the implementation and development of services.
- 14) To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- 15) To achieve service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- 16) To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- 17) At all times carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and Liberty's policies and procedures.

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This post is answerable to The Senior Support Worker and The Registered Manager:

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Staff Signature:
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Date:
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