Job Description & Person Specification

Job title **Enabling Support Worker**

Directorate Operations

Reports to Team Leader/Assistant Service Leader/Service Leader

Supervises N/A

Purpose of the Job

To provide the highest standards of day to day support to the people we support.

To create an environment that enables the people we support to prioritise wellbeing and community connections in ways that allow for the best possible quality of life.

To enable each individual to make informed choices aimed at flourishing and fulfilled lives based on personal choice.

Main Duties

1. Provide support and encouragement to people we support, by taking direction from both the person supported and the person-centred support plan.
2. Enable and encourage the people we support to consider and prioritise their well-being based on their personal choice.
3. Enable the people we support to access the community and build and maintain friendships.
4. Enable and encourage the people we support achieve their personal goals and pursue social or recreational activities.
5. To maintain accurate records while at work in line with the services requirements. To enable the people we support to manage risks effectively including positive risks.
6. Enable and support people using our services as required with personal care promoting dignity and respect at all times.
7. To enable the people we support to maintain and build relationships with family, friends and the local community.
8. To support and enable the person supported to look after their home.
9. To enable or assist the people we support with their medication.
10. To enable the people we support to make choices about their life, supporting them with information about positive risk taking.
11. To adapt the changing needs of the people we support and ensure that they are receiving the right support at the right time.
12. To enable the people we support to understand their rights and responsibilities
13. To enable the people we support to participate in activities, training, work or voluntary opportunities.

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14. To enable and support the people we support when taking holidays.
15. To enable and support people with their finances in line with their choices and support plan.
16. To enable and support people with their cultural and spiritual needs.
17. To enable and support productive relationships with other health and social care professionals involved in the people we support's circle of support.
18. To participate in development and review of support plans.
19. To work with our Community engagement team on opportunities that will help the people we support to achieve their goals.
20. To enable and support people with making safeguarding personal.
21. To enable and support the people we support to attend appointments.
22. To ensure you follow all of Shaftesbury's, policies and procedure.
23. To attend staff meetings, training, supervision and training.
24. To ensure that in all of the work you undertake in the name of Shaftesbury is done so using the Shaftesbury Values of Open, Enabling, Inclusive, and Courageous.
25. To undertake other duties that may be required in line with the role

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Person Specification

Essential Experience

Qualifications:

- Basic numeracy and money management abilities.
- Good communication skills.
- Clear English writing skills to understand and update care & medication records.
- Basic computer skills.

Knowledge:

- Ability to understand varying needs and requirements of people with disabilities.
- Understand the importance of confidentiality and health & safety of the people we support.
- Understand the importance of cleanliness and hygiene.
- Knowledge of the challenges people with a disability face.
- Understanding the principles of person-centred, enabling practice.

Experience:

- Willingness to work with people with who have a disability.
- Experience or ability to patiently communicate with the people we support and build positive working relationship.
- Ability to multi task.

Technical/Work based skills:

- Recognise barriers to effective communication and be aware of ways to reduce them
- Understand and able to explain confidentiality in the workplace
- Understand the need to ensure individuals are treated fairly and with respect
- Understand what is meant by diversity and discrimination and be aware of how you can ensure that your own practices are inclusive and respects the beliefs, culture, values and preferences of individuals
- Medication administration or willingness to undertake training

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Desirable Experience

Qualifications:

- **NVQ/RQF level 2 or a desire to work towards the qualification while working**

Knowledge:

- Understanding and experience of safeguarding issues and how to recognise inappropriate behaviour and abuse.
- Working knowledge of health & safety in a care home environment

Experience:

- Previous experience of working with people with disabilities in a private or professional capacity.
- Experience of working independently or as part of a team
- Experience of handling emergency situations

Technical/Work-based Skills:

- Willingness to gain technical skills and training
- Willingness to implement improvements in practice

General Skills and Attributes:

- Flexible approach to work
- Compassionate and friendly disposition
- Enable people to build positive relationships
- Enable people with personal care
- Enable people to achieve their goals
- Enable people with medication
- Enable people with their finance

Shaftesbury
General Information

This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder duties.

SAFEGUARDING

Shaftesbury is committed to safeguarding and promoting the welfare of adults, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

EQUALITY AND DIVERSITY

Shaftesbury is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Shaftesbury aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The post holder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

CHRISTIAN ETHOS AND VALUES

The post holder must carry out all duties in a manner which is consistent with Shaftesbury values which are based on an inclusive Christian ethos.

POLICIES AND PROCEDURES

The post holder must also maintain the policies, procedures and practices of the organisation and as far as possible, must ensure that all activities within the work setting are consistent with those values, policies, procedure and practices.

CONFIDENTIALITY

The post holder must ensure that any information relating to employees, people supported and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

HEALTH AND SAFETY

The post holder must be familiar with Shaftesbury Health and Safety policies and guidelines. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety and that of others affected by their work.

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I have read and understood the job description outlined above. I confirm that I am capable of fulfilling the responsibilities and requirements of this role. I agree to perform the duties to the best of my ability and in line with the company's expectations.

Employee Signature: _____

Employee Name (Printed): _____

Date: _____