



Underley Garden

Role Profile			
Role Description	Support Worker	Function	Education/Residential
Direct Reports	NA	Reporting To	Senior Support Worker
Budget Responsibility	N/A	Role Level	
		Role Reference	SW1

Role Purpose	
To provide the best care and development to individuals whilst meeting and complying with regulatory, quality and Acorn standards at all times.	
Key Accountabilities	Key Measures of Success
<p>1. Provide effective safeguarding of individuals within the service</p> <ul style="list-style-type: none"> Adhere to safeguarding policies at all times, in line with operating/regulatory policies and procedures Ensure all individuals' documents are up to date and accurate Report and escalate risks and issues promptly, making recommendations for resolution/mitigation Support peers to consistently work within safeguarding policies and procedures at all times Fully understand the 'Whistle Blowing' and 'Escalation' policies and know when to apply these effectively Positively engage with multiple agencies, pre and post visits as and when necessary, to ensure effective transition Proactively keep individuals within the service safe from any form of potential harm or abuse <p>2. Support and develop the mental and physical health and wellbeing of individuals within the service</p> <ul style="list-style-type: none"> Ensure all aspects of care are applied consistently in line with regulatory and quality requirements Attend relevant reviews and complete the necessary paperwork to support these Apply effective methods to ensure the wellbeing of individuals including risk assessments, individual plans, learning about the person, including but not exhaustive to: <ul style="list-style-type: none"> Handover from previous care provision Meeting the individual prior to transition to build relationship Proactively address the mental wellbeing of the individual through effective and consistent engagement, support, comfort and therapy Work within the positive behaviour support plans Understand and work within the health needs of each individual which may include but not exhaustive to: 	<p>1. Provide effective safeguarding of individuals within the service</p> <ul style="list-style-type: none"> Regulatory and quality standards are at good or above 100% of policies and procedures are adhered to at all times 100% accurate reporting Individual outcomes are in line with expectations Successful and positive monthly supervision <p>2. Support and develop the mental and physical health and wellbeing of individuals within the service</p> <ul style="list-style-type: none"> Regulatory and quality standards are at good or above 100% adherence to 'Children Home Regulations Quality Standards'/CQC Essential Quality Standards Outcomes from review meetings and actions are complete within the agreed timescales 100% of associated documentation completed accurately within the agreed timescales Individual needs are met in line with the agreed plans (mental/physical/wellbeing) Positive relationship with multiple agencies are developed and maintained Successful and positive monthly supervision



<ul style="list-style-type: none">○ Eating and diet plans where appropriate○ Witnessing/administration of medication○ Attending medical/hospital appointments/health checks/dental/CAMHS <ul style="list-style-type: none">● Engage with and work in partnership with multiple agencies and specialists to gain the right support for each individual <p>3. Provide life skills and development activities that builds independence, appreciation of equality and diversity and confidence of individuals</p> <ul style="list-style-type: none">● Work within the agreed plan for each young person, tracking and monitoring progression● Assist the young people to set aims and goals and support them in the achievement of these● Develop and support young people in developing key life skills from basic hygiene, daily chores, shopping and financial management/savings/pocket money (whichever are the most appropriate)● Encourage and support the young people to make the right choices, take responsibility for their actions and consider the possible consequences● Ensure that the young people have a good appreciation of equality and diversity by showing respect for others and taking time to understand wishes, feelings and cultural differences● Support and enable the young people to access and be part of the community (where applicable) in a positive and responsible manner <p>4. Enable and support individuals to engage with the education system positively</p> <ul style="list-style-type: none">● Support and encourage school/education attendance● Undertake the support steps to ensure a positive transition from home to classroom● Update and complete home work/school diaries where appropriate● Help and support individuals in the completion of home work● Identify activities that support education development that will benefit the individual <p>5. Understand the legal implications of the individuals' placement within the service and operate within these</p> <ul style="list-style-type: none">● Participate in multi-agency meetings to gather and share information to get the right outcome and best support for the individuals	<p>3. Provide life skills and development activities that builds independence, appreciation of equality and diversity and confidence of individuals</p> <ul style="list-style-type: none">● Regulatory and quality standards are at good or above● Individual outcomes are in line with expectations● Self-esteem and positive behaviours improve● Minimal incidents on visits● Successful and positive monthly supervision <p>4. Enable and support individuals to engage with the education system positively</p> <ul style="list-style-type: none">● Regulatory and quality standards are at good or above● 100% of all education related activities are completed within the agreed timescales● Successful and positive monthly supervision <p>5. Understand the legal implications of the individuals' placement within the service and operate within these</p> <ul style="list-style-type: none">● Fully comply with the legal framework of placements
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<ul style="list-style-type: none">• Identify and escalate when Social Workers need involvement with the individual• Engage and challenge the wider system to ensure individual needs are met• Foster, facilitate and support family contact and relationships where applicable• Organise transport and provide support/supervise visits• Ensure confidentiality is not breached at any time, understanding what information can and can't be shared <p>6. Support the effective and compliant running of the home</p> <ul style="list-style-type: none">• Accurately complete all the necessary paperwork, including but not exhaustive to:<ul style="list-style-type: none">○ Daily records and observations○ Contact notes○ Log book/handover/next day activities, schedules and visits○ Monthly progression plans○ Medical treatment forms/medical books○ MAR charts○ Food hygiene checks○ Food diaries○ Body maps○ Post contact sheets○ Accident/Incident reports○ Personal allowance○ Concern forms○ Physical intervention log• Ensure a clean, safe and homely environment <p>7. Acts as a Key Worker for individuals as and when required</p> <ul style="list-style-type: none">• Where possible have involvement in visits prior to admission and during transition to help settle the individual in as quickly as possible• Establish and maintain an appropriate and professional relationship with the individual• Work in partnership with multiple agencies and family members (where applicable) to provide the best level of care and outcomes for the individual• Help and support other colleagues to follow consistent approaches and care strategies set out in the Positive Behaviours Support Plan• Ensure information is cascaded promptly, effectively and appropriately to all other parties• Ensure all appropriate care files are organised, maintained and stored securely• Attend and contribute to any relevant meetings, including internal meetings and team meetings as well as external meetings in relation to the individual	<ul style="list-style-type: none">• Relationships with families are supported and encouraged in line with targets set• Successful and positive monthly supervision <p>6. Support the effective and compliant running of the home</p> <ul style="list-style-type: none">• Regulatory and quality standards are at good or above• All domestic and low level maintenance duties are completed to the agreed standards• 100% of paperwork completed accurately within the agreed timescales• Successful and positive monthly supervision <p>7. Acts as a Key Worker for individuals as and when required</p> <ul style="list-style-type: none">• Positive Behaviours Support Plan is accurate and followed correctly• 100% of paperwork is accurate and completed to the agreed timescales• Attended meetings are fully prepared for• Feedback from agencies is positive• Individual is making progress against the Placement Plan
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| <ul style="list-style-type: none">• Maintain professional conduct in all meetings | |
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Enablers to the Role (Skills, Knowledge, Experience)	
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| <ul style="list-style-type: none">• Attained diploma Level 3 in relevant sector or working towards• Experience in supporting and developing individuals on the Autism/ADHD spectrum• Good communication and listening skills• Demonstrates caring and nurturing qualities• Excellent organisational skills• Good team player• Demonstrates good levels of positivity, resilience and tenacity• Track record of showing initiative and sharing ideas• Is confident and consistent in approach and working practices• Accurate record keeper• Sound knowledge of equality and diversity• Takes accountability for own training and continual professional development• Ability to work within a 24/7 operation | |
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