



Fair Deal Job Description Enhanced Support Worker

Post:	Enhanced Support Worker
Hours:	Negotiable depending on availability
Conditions:	As per Fair Deal's Contract of Employment
Accountability:	Team Leader or Quality and Development Manager.

Purpose of Post:

The purpose of the Enhanced Support Worker role is to enable people who use Fair Deal services to lead full and inclusive lives by meeting their support needs and working with them to achieve their wishes and aspirations. As Enhanced Support Worker you will take a lead role in ensuring systems and processes are followed and work with your colleagues to ensure that service-related tasks are carried out to the required standard. The Enhanced Support Worker will work within Fair Deal's values and ethos and use a person-centred approach to their work. This will be achieved by:

- Working as part of a team.
- Carrying out person centred support planning with the people we support to identify and meet their outcomes
- Taking the lead in ensuring processes and systems are followed within guidelines
- Be able to attend and facilitate reviews and team meetings
- Keeping accurate records and writing up reports/minutes
- Having a holistic view of support and being prepared to support people in whatever choices they make
- Actively participating in team meetings and carrying out any tasks allocated
- Participating and contributing to support and supervision and appraisal
- Participating in any training necessary for the post or as directed by a senior member of staff

Main responsibilities:

- To support the person to understand and fulfil their rights and responsibilities in all aspects of their lives, i.e as a tenant, neighbour, friend, relative etc

- To support people with all household tasks which have been identified in their support plan, for example cleaning their home, maintaining safety in the home, shopping for goods.
- To Support people to purchase foodstuffs and other domestic items.
- To support people to cook healthy meals and to share meals with the them.
- To support people to secure their benefit entitlement and to act as an advocate when necessary
- To support people to manage their own finances, in accordance with Fair Deal guidelines
- To support people with medication, in accordance with Fair Deal guidelines
- To support people with intimate self care tasks and encourage individuals towards greater self sufficiency in these areas
- To support people to attend any appointments that they are required to attend.
- To support people to be as independent as possible.
- To support people to develop and maintain relationships
- To offer emotional support to people when they are experiencing difficulties in their life.
- To have a non judgemental attitude to people who may present with behavioural challenges and to work with other core team members and external agencies to ensure these behaviours are managed effectively and consistently.
- To support people to go on holiday.
- Taking a lead role in ensuring systems and processes are appropriately adhered to within the service
- Facilitating and writing up reviews/team meetings
- Act as main link for families, social work colleagues and other stakeholders
- Shadow and support new and less experienced team members, acting as a role model and sharing best practice
- Advocating on behalf of the people you support
- Being a link person and support to Team Leader
- Oversee/collate team rotas/schedules

General

Ensure that any statutory requirements made by statutory organisations with regard to health and safety, environmental health and fire precautions are met.

Read and adhere to the Scottish Social Services Council code of conduct.

Read and adhere to Fair Deal policies and procedures.

Carry out any other relevant duties as directed by Fair Deal senior staff members.

Person Specification

Essential:

- Empathy with the vision and mission statement of Fair Deal
- Shows a commitment to the rights and dignity of individuals with learning disabilities and associated mental health issues
- The ability to communicate effectively
- The ability to work as part of a team
- A willingness to undertake training required to carry out the duties of the post
- Satisfactory completion of scenario (attached to application pack)
- A flexible approach
- Strong written communication skills
- Confident in advocating on others behalf
- Ability to facilitate meetings, conversations and reviews
- Good problem-solving skills

Desirable:

- Knowledge of, or interest in, learning disability and mental health issues
- The ability to support people to develop practical, social and emotional skills
- Experience of working in person centred services
- SVQ Level 3
- Other relevant training