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Being Bracknell Forest

Bracknell Forest Council

JOB DESCRIPTION

Job Title:	**GENERIC SUPPORT WORKER (Fixed Term Contract until 31/03/2027)**		
Directorate:	**PEOPLE**	**Salary:**	**£26,847 – £30,515 plus £753 London Weighting**
Section:	**Adult Social Care**	**Grade:**	**BG-I SCP 6-14**
Location:	**Waymead Short Term Care**	**Work Style:**	**Fixed**

Key Objectives of the role

- To participate in the provision of flexible, person centred, Respite and community-based support packages to people with learning disabilities.
- We take an approach that puts individuals in control of their support, and this means an emphasis on flexibility, creativity, and responsiveness to enable individual empowerment.
- To support this flexible approach, you may be required to work under the direction of any member of the Learning Disabilities Management Team, your actual working times are by arrangement with your manager and will be on a flexible rota basis including evenings, sleep ins, weekends, and Bank Holidays.

Designation of post and position within departmental structure

EXECUTIVE DIRECTOR; PEOPLE DIRECTORATE

ASSISTANT DIRECTOR; ADULTSOCIAL CARE-PEOPLE DIRECTORATE

HEAD OF SERVICE – LEARNING DISABILITIES

PROVIDER SERVICES MANAGER

ASSISTANT PROVIDER SERVICES MANAGER

GENERIC SENIOR SUPPORT WORKER WORKING IN:
PROVIDER SERVICE (RESIDENTIAL RESPITE, DAY SERVICE & WBLT,

GENERIC SUPPORT WORKER: WORKING IN:
PROVIDER SERVICE (RESIDENTIAL RESPITE, DAY SERVICE & WBLT,

WAKE NIGHT SUPPORT WORKERS

Daily and monthly responsibilities

Care and Support

1. Develop and implement care plans which.
   - respond to person centred plans and, therefore, the needs and wishes of the individual which support personal comfort, dignity, and well-being.
   - are empowering and promote and enable personal development.
   - reflect and include individual risk management strategies.
   - enable and support maximum involvement of the individual in all aspects of decision-making in relation to their own life.
2. To develop and support a wide range of interesting and socially inclusive activities for people using the Service.
3. Implement the Policies and Procedures of the Department and of the individual Services/Teams. To include:
   - administration of medication
   - provision of personal care
   - risk management
   - record keeping
   - person-centred approaches
   - safe manual handling
   - prevention and management of challenging behaviour

Team Working

4. Participate fully and constructively in team meetings thereby ensuring service developments meet the needs of people in Bracknell Forest.
5. Ensure good communications within the whole LD service so that the service to individuals is coordinated and safe.
6. Support new team members in their role.

Family Liaison

7. Liaise with families in relation to the needs and wishes of the individual and in ways which comply with the requirements of appropriate confidentiality and individual choice.

Personal Development

8. Participate in all appropriate internal/external training as identified through the supervision and appraisal system and utilise the skills and knowledge gained to improve services to individuals.

General

9. Be aware of the requirements of services under Community Care legislation and Government requirements, in particular The Care Act and contribute positively to identified service development needs.
10. Be flexible in working patterns and be prepared to undertake any duties which are compatible with the nature of the post.
11. There will be occasions where you will be supporting individuals on a 1:1.

Scope of role

To be aware that the support offered via Adult Social Care, Health & Housing are scrutinised by the Care Quality Commission. As such, individuals support staff have a crucial and rewarding role to play in demonstrating empowering, flexible approaches to supporting the most vulnerable individuals in the community.

All employees working with children & vulnerable adults have a responsibility for safeguarding and promoting their welfare.

disability confident LEADER
EMPLOYER RECOGNITION SCHEME
GOLD AWARD
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workplace wellbeing CHARTER

Commitment to the Council's Equal Opportunities policy always

Commitment to always working within the bounds of the Data Protection Act and GDPR legislation.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

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PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Ability and commitment to achieve a qualification in care.	English & Mathematics GCSE (or equivalent) C Grade or above. NVQ level 2 in H&SC or equivalent
Competence Summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. Good verbal and written communication skills. Skills to write clear and accurate reports as required for individuals. Ability to work with a range of individuals from a variety of backgrounds. A commitment to the principles of respect, independence, choice and inclusion and an understanding of the practical implications of this. The skills to plan and support individuals to participate in community-based opportunities. Willingness and ability to undertake work related training and utilise new skills and knowledge to enable improved support.	Previous experience of working in a learning disability and/or in a caring environment. Experience or knowledge of individuals with high support needs, challenging behaviour, autism, mental health issues
Work-related Personal Requirements	Ability to relate to and empathise with individuals with a learning disability. Ability to implement empowering risk management procedures. Ability to liaise professionally with families and other agencies. Receptive to new ideas and able to accept changes. Motivated and able to use initiative.	Driver prepared to use own car for business purposes on daily basis if required. The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employ

	Eagerness to learn and develop in the role.
Other Work Requirements	A satisfactory enhanced Disclosure and Barring Service check. DBS level required: Enhanced DBS, Adult Workforce, Adult Barred List The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time. This post is exempt from the Rehabilitation of Offenders Act 1974
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.