



**JOB TITLE:** SUPPORT WORKER

**RESPONSIBLE TO:** DESIGNATED CLIENT GROUP

**GENERAL:** Support Workers are specially appointed to provide physical, practical, personal, emotional and domestic support to individuals in an independent living situation. Care and support is generally provided on a one-to-one basis with a service user in their own home however there is also a need to support individuals in day centres, work placements, at college and in social activities.

**REQUIREMENTS:** Support Workers are required to have a genuine interest in working with people. Good communication skills are essential, as is the ability to adapt to different working situations. Previous experience in care work would be an advantage but is not essential, as full training will be provided.

Qualifications achieved in Social Care, Health Care, Childcare, Food Safety or similar are also advantageous but not essential.

Support Workers must have a telephone. A driving licence and access to a car would be an advantage.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To provide appropriate care and support to individuals in the community on a personal, practical, physical, emotional and domestic level dependent on individual need.
2. To undertake domestic tasks including housework, laundry, shopping, meal preparation and provision and prescription collection as appropriate to the individual service user.
3. To administer, prompt or supervise prescribed medication as appropriate.
4. To accompany individuals in social activities and assist in developing and maintaining the social interests of the individual.
5. To monitor and assist in household and personal budgeting as appropriate.

6. To reliably provide care and support to individuals on a one-to-one basis and recognise this essentially is a team role in the provision of care and support.
7. To communicate appropriately with line managers and maintain records where required to facilitate best practice in the administration of care packages.
8. To undertake night time duties as required by the individual where applicable.
9. To participate in training, development and supervision as necessary to meet the needs and changing needs of individuals and ILS.
10. To undertake such other duties as may reasonably be required to fulfil the needs of the individual or ILS.
11. To follow ILS procedures and conduct duties in a professional manner, at all times promoting the best interests of ILS.
12. To comply with all relevant policies and procedures detailed in the Quality Manual.

**ILS is an Equal Opportunities employer who have been recognised as a company Positive about Disabled People and as Investors in People.**

