



JOB DESCRIPTION

Post: Support Worker

Location: at Kingwood's premises or homes in and around Oxfordshire and Berkshire

Context

Kingwood provides support for people with autism spectrum disorder. People we work with receive support to live in their chosen home across residential, supported living and Outreach services. We believe the best way to provide this support is to work alongside the individual using all forms of communication available to capture choices and desires and ensure this process is the centre of an individual's service.

Job Purpose

- To work with staff and people we support within the philosophy, procedures and established ethos of Kingwood.
- To work alongside people we support to enable individuals to participate in society through a lifestyle based on personal choice and to work in a way that is respectful to them and to place their needs at the centre of all work undertaken.
- To contribute to the planning, implementation, review and ongoing development of the service.

Main Duties and Responsibilities

- To work creatively and appropriately with individuals, continually encouraging them to seek opportunities that are of interest to them, and to support individuals in achieving goals that they have set for themselves.
- To support individuals to exercise their rights and responsibilities and to make their own choices.
- To support and encourage individuals to develop and maintain the relationships they want
- To support individuals with their daily living skills, including assistance with meal preparation, housekeeping and managing their money.
- To accompany individuals outside their home and where needed to provide assistance and support for activities such as withdrawing their money from cash machines, shopping or attending appointments.
- To provide assistance with personal care and taking of medication if required.

- To liaise with family, friends and other external agencies (as agreed with the individual).

Participating in planning, monitoring and record keeping

- To participate in the development and review of individuals' Essential Lifestyle Plans.
- To ensure necessary record keeping is maintained and where required to assist in the preparation of regular reports.

General Responsibilities

- To work within the agreed guidelines for everyone that receives support and to adhere to the core values Kingwood upholds in all work undertaken.
- To understand and support the aims and values of the Trust when dealing with individuals and colleagues.
- To support the Trust's policies and procedures to promote the aims of the Trust.
- To promote equal opportunities.
- To work on agreed rotas to provide support and on call back up in accordance with the needs of the individuals supported.
- Where appropriate, to assist in the induction of new staff.
- To actively contribute to the continual development and quality of the service.
- To communicate effectively, maintaining good working relationships and promoting an atmosphere of support and encouragement.
- To complete actions and objectives to required standards within agreed timescales.
- Ensure issues of concern are elevated to a more knowledgeable member of staff if the situation requires specific expertise.
- Participate in training and development activities relating to legislative requirements\standards for the Trust.
- To participate in regular supervision and support sessions.
- To comply with the standards of conduct and practice set by the Care Quality Commission (CQC) and/or any other regulatory body.
- To comply with duties placed upon employees by Kingwood's Health and Safety Policy and related procedures.
- To act in accordance with all instructions, information and training supplied in relation to those duties.
- Any other duties which may reasonably be required of you.