



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Support Worker at The Woodville Centre (6 Months Secondment)	Grade: Scale 6
Section: In-House Provider Services	Directorate: Adult Social Care and Public Health
Responsible to following manager: Assistant Day Centre and Transport Manager	Responsible for following staff: None
Post Number/s:	Last review date: October 2018

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

- The post holder will contribute to the innovative development and operation of an efficient, effective service for older people with a diagnosis of dementia. creating an environment in which an individual’s rights, dignity, autonomy, choice and self-esteem are respected.

Specific Duties and Responsibilities

- To champion the rights of older people and provide opportunities for empowerment through genuine, person centred led service delivery

- To be responsible for the supervision and control of vulnerable adults on a designated vehicle, including if necessary assisting / handling the service users on and off the vehicle.
- To ensure that the service users wear seat belts provided throughout the journey to and from the day centre.
- To be prepared to clean spillage if a client is taken ill on the journey to and from the day centre
- To be involved, in the planning, delivery and review of service user centre plans, in partnership with the service user, carers and any involved professionals, (e.g. Therapists, Nurses, Social Workers) that clearly states the desired outcomes for the service user and how they may be achieved
- Ensure that the centre plans account for the individual's strengths and identified risks in order to set clear, measurable and attainable objectives to overcome those risks
- To support individuals to complete activities and carrying out various programmes as demonstrated to you by professionals, (e.g. Therapists, Nurses, Social Workers) or a senior staff member
- To perform, a Key / Link worker role, run service users / carers meetings
- To undertake personal care, respecting users' dignity, culture, religion and lifestyle choices. This may include providing assistance or direction with eating, bathing, dressing, toileting, taking medication etc.
- To promote choice, wellbeing and the protection of all individuals through the development of supportive relationships and respect for diversity

Please note – The Support Worker's role at Woodville Day Centre covers responsibilities as described for a 365 day per year service, **(Inc Bank Holidays)**. **Week-ends are worked on a rota basis for which a day off in the week is given.** Future service development may lead to extended opening hours; therefore, the post holder maybe required to work outside of normal office hours.

These are the key responsibilities as currently defined. Although there is an attempt to list them in priority order, priorities are subject to change and posts holders should not place permanent emphasis on the location of the task

Generic Duties and Responsibilities

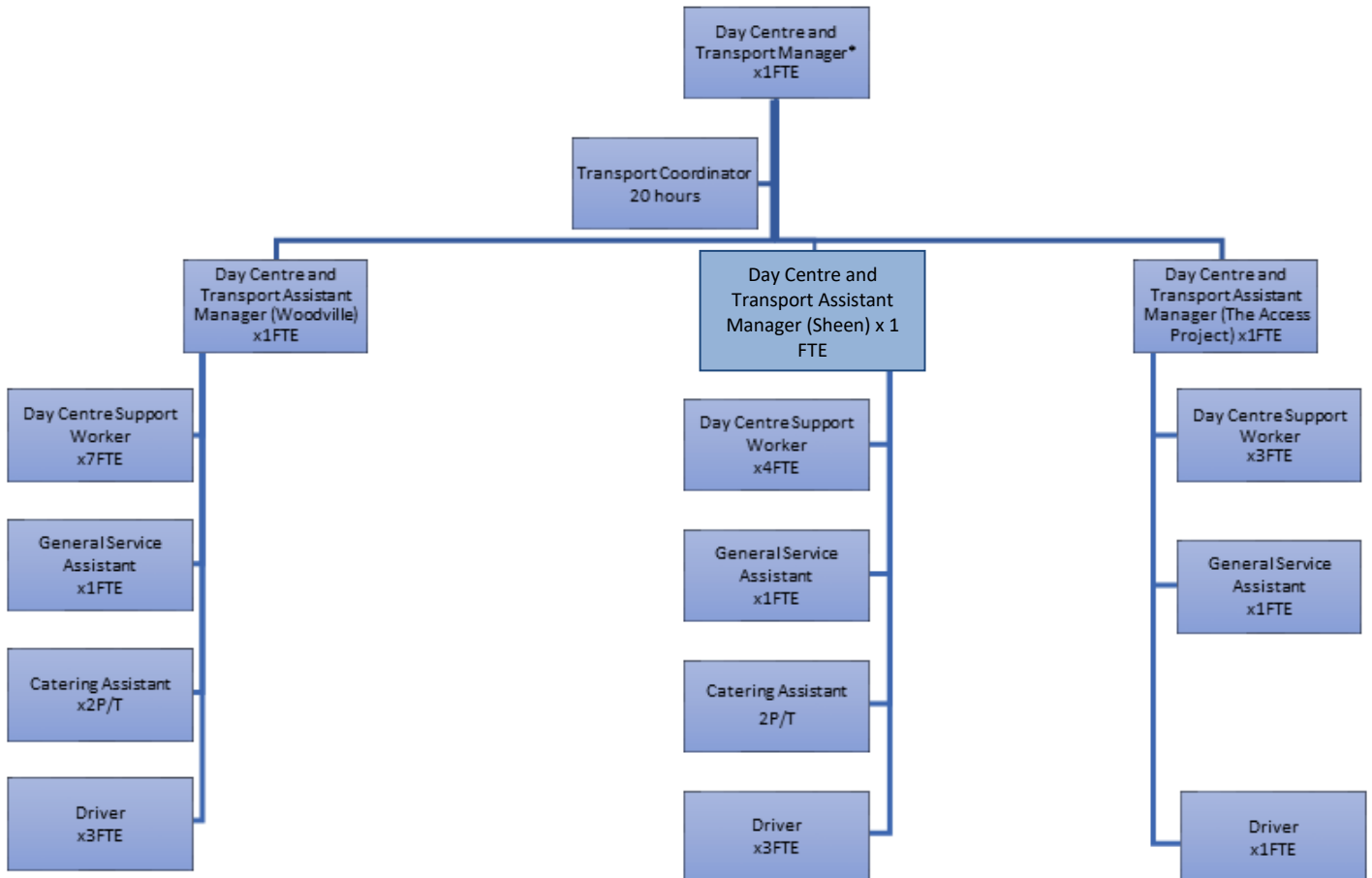
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

- The post holder may be required to participate in any Borough responses in the event of an emergency, for example by opening and managing a day centre out of hours as a rest centre.

Specific details above are given to provide additional clarity on the responsibilities of this particular job but does not count towards the evaluation. In addition, key objectives, performance indicators and targets for the next 12 months are regularly set as part of the appraisal process.

Team structure



Person Specification

Job Title: Support Worker (6 months Secondment)	Grade: Scale 6
Section: In-House Provider Services	Directorate: Adult Social care and Public Health
Responsible to: Day Care and Transport Assistant Manager	Responsible for following staff: None
Post Number/s:	Last Review Date: October 2018

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Knowledge of Health & Safety, legislation and guidelines relating to this area of work.	A & I
Knowledge of enabling mobility, including Moving & Handling transfers, pushing wheelchairs and checking of specialist equipment e.g. Zimmer frame	A & I
An Understanding and knowledge of providing transport to vulnerable adults.	A & I

Knowledge of IT programmes and systems.	A & I
Experience	
Developing supportive relationships with vulnerable older people.	A & I
Contributing to planning, delivering and reviewing service plans for vulnerable older people with either physical disabilities or mental health needs.	A & I
Providing personal care for service users in a way that respects their dignity, confidentiality and diverse needs.	A & I
Working with legislation, guidance and adult protection policies.	A & I
Promoting opportunities for empowerment that take into account individual's needs and wishes.	A & I
Working independently within the job's responsibilities, completing tasks to deadlines and developing solutions,	A & I
Skills	
The ability to relate to people from a variety of backgrounds	A & I
Skills in communicating with tact and sensitivity with a wide range of people including vulnerable, older people, adults with physical/learning/ sensory loss and their carers	A & I
The ability to remain clam under pressure and assisting vulnerable people with challenging behaviour.	A & I
Qualifications	
Has obtained or is willing to undertake an NVQ level 3 in Health and Social Care or equivalent.	A & I

This job profile is provided for guidance only. It will be updated and amended in accordance with the changing needs of the Council and the requirements of the role.

A – Application form / CV

I – Interview

T – Test

C - Certificate