



## **JOB DESCRIPTION**

**Post Title:** Support Worker

**Service:** Community Life Choices / Autism / Transitions / Work Skills

**Hours:** Various

**Accountable to:** Service Co-ordinator or Team Leader

**Place of Work:** You may be required to work at any of our bases but will usually be based where your service operates from

### **Glebe House Mission**

**“To provide high quality, person-centered services and information for adults and children with learning disabilities and for those that support them”**

### **Job Summary**

To provide day care support to adults with learning disabilities/autism with the aim of promoting independence and inclusion with opportunities at Glebe House and within the local community.

### **Specific Tasks**

1. To work as part of a team or work alone providing support to clients in a variety of settings, including the community or work as a Personal Assistant to individual clients.
2. To work to individual care plans and person centred plans, to be involved in the development of risk assessments, planning activities and assisting in these being carried out.
3. To undertake a keyworking role for a small number of clients and to ensure that proactive, reactive and active plans are up to date.
4. To take an active role in the development of person centred planning.
5. To assist with physical and personal care when needed, whilst promoting independence.

6. To assist with the development of appropriate communication systems and ensure they are consistently used.
7. To follow the correct procedures in the use of petty cash and cash handling procedures when supporting clients.
8. To ensure that all documentation is completed according to Glebe House policies and procedures, including record keeping and report writing.
9. To support individuals with their GP appointments and health reviews when required.
10. To help escort clients using public transport or Glebe House vehicles when required and to drive Glebe House vehicles if trained to do so.
11. To be prepared to use own vehicle to access extended work venues or community activities to transport clients if requested.
12. To read and follow Glebe House procedures for example:
  - a) The safe administration of medication
  - b) That fire precautions are taken
  - c) That health, safety, hygiene and infection control of all personnel are taken into consideration at all times
  - d) That staff and clients whereabouts are known at all times
13. Ensure that any facilities used are kept and left clean and tidy.
14. To be flexible about changing working routine to accommodate anxieties of clients or to allow for staff absence.
15. To undertake any other reasonable task that will help support the Glebe House values of Social Inclusion, being Independent and Person Centred and of promoting Dignity, Equality and Respect.

## **Policies and Procedures**

To read and follow the Policies and Procedures of Glebe House.

## **Learning and Development**

To participate in learning and development relevant to the post, to include a commitment to achieving appropriate qualifications where required.

## **Associated Meetings**

To participate in staff meetings.

## **Supervision and Personal Development Review**

To attend supervision as and when required by the Service Co-ordinator or Team Leader. The Personal Development Review will be incorporated with the supervision.

## **Administration Base**

Glebe House, Woodgate Chambers, 70 Woodgate Chambers, LOUGHBOROUGH, Leics,  
LE11 2TZ

## **Terms and Conditions**

These will be listed in the contract supplied subject to appointment.

The main duties of the post are as outlined above, but these will be subject to review and may be amended according to the needs and development of the service.

All staff at Glebe House are expected to take personal responsibility for keeping up to date in the essential skills areas of

Health and Safety

Fire Safety and Awareness

Infection prevention and Control

Manual handling

Safeguarding

Staff are also required to adhere to all General Data Protection Regulations (GDPR) at all times.

**September 2015 PW/BH    Reviewed February 2019 PW/BH    February 2022 AMF**

**I have read, understood and agree my job description**

**Signed.....**

**Dated.....**