



Job Description – Support Worker

Employee name:		Issue date:	
Job Title:	Support Worker		
Reports to:	Manager/Registered Manager		
Main Function of the job:			
<p>(Note: In addition to these functions employees are required to carry out such duties as may reasonably be required).</p> <p>To maintain support skills at a current level, and undertake such training and development as may from time to time be required to maintain that currency of practice.</p> <p>To provide support in accordance with current best practice, according to policy and procedures, agreed standards, legislative requirements, relevant regulations under the direction of the Manager, and within the financial plans agreed from time to time.</p>			
Location:	Bridgend Area, but you may be relocated within the South Wales at the discretion of the company with 4 weeks' notice.		
Main Duties: (Not in any order of priority)	Management of Homestyle Care:		
	1. Develop effective working relationships with the other employees.		
	2. Support an open, positive and inclusive working culture.		
	3. Participate in the development of the organisational policies.		
	4. Participate in evaluation of the organisation against agreed organisational goals, business, and quality objectives.		
	5. Work to establish effective employer-employee relationships.		
	6. Minimise legal risks.		
	7. Participate in the maintenance of the organisations management information systems.		
	8. Assist in the formulation and implementation of care plans and procedures.		
	9. Assist the implementation and maintenance of the standards required by legislation related to the registration of the organisation.		
	10. Act within the Agency's budget based on the organisation's objectives and within the projected revenue.		
	11. Work in a cost-effective manner.		
	12. Be involved in the implementation and maintenance of the organisation's quality assurance programme.		

	<p>13. Assist in the design and administration of an evaluation of the care standards and care service provision.</p> <p>14. Systematically solve day to day problematical issues which arise.</p> <p style="text-align: center;">Management of the Human Resources:</p> <p>1. Co-operate with the implementation, evaluation, orientation and induction of all new employees.</p> <p>2. Support the implementation of the organisation's policies and procedures.</p> <p>3. Support the effective resolution of team conflicts.</p> <p>4. Support a work atmosphere which promotes a high quality of work life.</p> <p>5. Support and maintain a culture of performance and excellence.</p>
Main Duties: (Not in any order of priority)	Management of Care Services:
	1. Assist the development of the philosophy, goals and objectives for the care practice.
	2. Assist the assessment of the effectiveness of care implementation and delivery
	3. Implement action to meet and maintain care standards.
	4. Work in co—operation with members of multi-disciplinary health teams to maximise opportunity for Clients therapeutic care.
	5. Ensure Service User rights are protected.
	6. Encourage a model of self-care and Client rehabilitation.
	7. Record relevant activities in Care Plans.
	8. Evaluate standards of care competence.
	Professional Long Term Care Leadership:
	1. Encourage innovative methods for the delivery of support.
	2. Encourage health promotion within care strategies.
	3. Seek opportunities for personal and professional growth.
4. Promote a positive image for employment within the organisation.	
Working hours:	Casual or permanent - days, nights or weekends
Rates of pay:	Dependent on experience and qualifications
Qualifications required:	QCF Level 2 within 2 years of employment or equivalent.