



JOB DESCRIPTION

- Job title:** Support Worker - 1:1 & 2:1 support
- Salary range:** All staff regardless of age are paid the National Living Wage. Starting salary will depend on qualifications and/or experience
- Working hours:** Flexible, within a 7 day service
- Responsible to:** Directors, Care Manager, Deputy Care Manager, Operations Manager, Care Co-ordinator, Deputy Co-ordinator, Team Leader (***not all will apply***)
- Special conditions:** You *will* be required to:
- work one-to-one or two-to-one with service users who have:
Learning Disabilities
Physical Disabilities
Sensory Impairment
Challenging Behaviours
Autism
Other complex needs
 - be polite, respectful and behave professionally at all times
- You *may* be required to:
- provide intimate personal care for service users (training will be given)
 - administer medication to service users (training will be given)
 - be flexible with your working hours if necessary
 - take part in overnight respite care as required
 - use restraint/breakaway techniques (training will be given)
 - lone work (on completion of probationary period)
 - support clients during physical activities, such as swimming, horse riding etc
- Place of work:** Freetime Care Services Ltd, 4-6 Meres Road, Halesowen, B63 2EH, and any other premises from which Freetime Care Services Ltd may operate.

RESPONSIBILITIES

SERVICE USERS

1. As part of a team and adhering to a person-centred planning approach at all times, to deliver a varied and interesting programme of activities for service users.
2. To ensure all personal care and support needs are met, in line with care plans. This may include helping with dressing, food preparation, PEG feeding, mobility, administering medication, intimate personal care and meeting other physical needs to ensure personal comfort.
3. To implement strategies to manage challenging behaviour, including the completion of 'ABC' forms.



4. To transport service users to and from home, or any other venues or activities, by driving/using Freetime Care Services Ltd., vehicles.
5. To provide emotional support as and when necessary.
6. To empower service users by enabling them to develop confidence, self-control and self-worth, and the ability to make decisions,
7. To communicate professionally with service users, parents and carers as required.
8. To give feed-back, and make recommendations about the welfare of individual service users, and any other Health & Safety matters, to your line manager, as appropriate.
9. To facilitate communication for each service user (as appropriate to their individual needs).

ADMINISTRATION

10. To carry out basic administration tasks, e.g. Daily Handover records, vehicle mileage records, accident & incident records and petty cash transactions.
11. To ensure that accurate, contemporaneous and comprehensive records are kept.

DRIVING DUTIES

12. To drive safely and responsibly within current legal frameworks.
13. To drive with care and consideration for individual service user needs and those of any other passengers.
14. To communicate with your line manager, regarding the practicality of routes in terms of driving distance and time, and discuss any suitable changes.
15. To immediately report any minibus faults to your line manager.
16. To ensure vehicles are kept clean and report to line manager, if this is not the case.

OTHER RESPONSIBILITIES

17. To attend and contribute to meetings as appropriate to your role.
18. To ensure the base is maintained to a high standard with a warm, tidy and welcoming environment.
19. To prepare rooms for activities and to help with the clearing up and cleaning after each session.
20. To participate in decision making and developmental processes as appropriate and relevant to your role.
21. To use specialist equipment and new technology as required, and undergo relevant training where necessary.
22. To report any Health and Safety concerns to your line manager.
23. To support clients at swimming sessions
24. To support clients at horse riding sessions
25. To support clients at sports/physical activity sessions
26. To cover for absent colleagues as required.
27. To consult with your line manager before making any significant changes which affect the delivery of the organisation's services.
28. To ensure the safety and security of valuables belonging to Freetime Care Services Ltd., (e.g. vehicles, IT equipment, mobile phones & petty cash).
29. To participate fully in the organisation's supervision process, identifying your own strengths and areas for development.
30. To take responsibility for your own professional development, including attending training events as required.



31. To contribute to the organisation's resources and information on local facilities and opportunities for social contacts.
32. To contribute to, and actively promote, the philosophy, values and aims of the organisation within the staff team.
33. To develop positive and effective relationships both internally and with external contacts, and to represent the organisation as appropriate.
34. To carry out all duties with due regard to the organisation's policies and procedures, and to ensure that statutory requirements are complied with.

To undertake any other such duties, commensurate with the responsibilities of the post, as may be reasonably required by the Directors, within the overall aims of Freetime Care Services Ltd.,

The information provided in this job description is given to ensure that the post-holder has the best opportunity of understanding what is required to be effective in the post. It does not form part of the post-holder's contract of employment and it is not intended to be prescriptive in every detail.

The duties laid down in this job description may change, following a review and in consultation between the post-holder and their line manager. It is expected that the post holder will be as positive and flexible as possible whilst using this job description as a framework.