



JOB DESCRIPTION

Job Title: Support Worker Grade 1

Job Summary: To provide support to Service Users with ongoing mental health needs.

Hours of Work: As detailed in contract

Leave: 33 days per annum pro rata inclusive of bank holidays.
Rising to 35 pro rata after five years of service inclusive of bank holidays.
Rising to 37 pro rata after ten years of service inclusive of bank holidays.

Responsible to: Senior Support Worker/Team Leader

Responsible for: N/A

Main Duties:

- To provide support to Service Users and promote the development of life skills by:
 - Assisting Service Users in the preparation of the main meal.
 - Assisting Service Users to participate in cleaning, cooking, laundry and shopping.
 - Encouraging Service Users to develop social links outside their home.
- To assist in the drawing up of individual support plans based on assessed needs, working closely with staff from other agencies where appropriate.

- To support the Service Users both as individuals and as a group, encouraging the development of a friendly and mutually supportive environment.
- Where appropriate and in consultation with the Senior Support Worker/Team Leader, to draw up Support Worker reports and participate in Service Users' reviews.
- To ensure Service Users' files are up to date and kept in a secure manner.
- To ensure there is an adequate supply of food and household necessities for the smooth running of the home.
- To maintain records of expenditure, and ensure that expenditure remains within the limits of the home budget, which is managed by the Senior Support Worker/Team/Leader.
- To assist the Senior Support Worker/Team Leader in ensuring the property is maintained in a good condition, both internally and externally.
- To report promptly any repairs or maintenance which may be required to the Senior Support Worker /Team Leader/Norton Housing and Support Office.
- To report to the Senior Support Worker/Team Leader, any failure of the Service Users to keep to the terms of their license agreement.
- To participate in the social/activities programme through:
 - Arranging and attending a Saturday activity for services users on a rota basis (approximately 1 week in 20)
 - Assisting in the arrangement of and participating in day trips and the service user holiday
- To work as part of a team.
- To attend Team Meetings and other meetings as required, including Management Committee Meetings.
- To work within the policies and procedures of Norton Housing and Support Ltd, including abiding by the confidentiality policy.
- To carry out any other reasonable duties, as required by the Senior Support Worker or Team Leader.