



Camphill Milton Keynes Communities

Job description

Job Title: Support Worker

Reports to: House Coordinator or Care and Support Services Manager

Purpose: The support of residents with their general welfare, housing related tasks and pursuing their social and educational activities. Also to ensure that residents have a detailed Person Centred Plan to include agreed goals and action plans that assist them in achieving and maintaining independent life skills.

To encourage and support the values of Camphill Milton Keynes Communities

To act as key worker for a group of residents.

Key Responsibilities:

- Ensure, together with colleagues, that residents experience a safe, healthy and purposeful environment, in accordance with CMKC policies and procedures and statutory requirements.
- Prepare and maintain written needs and risk assessments and support plan for allocated residents, in cooperation with residents and others (in a Person Centred way).
- Maintain other records as requested, e.g. residents' daily reports; accident and incident reports; health and safety records, and communication systems clearly, accurately and timely.
- To support residents in making their own decisions and informed choices and to assist them in promoting and maintaining their independence.
- To ensure information communicated to residents is accessible to them.
- To support residents to manage their own finances, budgeting and dealing with statutory bodies and services.
- To support residents to access a range of leisure and social activities and other services.
- To support residents to manage their personal care needs.
- Monitor and respond to medical or health needs and, when authorised, administer medication safely and support therapeutic aims in accordance with Camphill MK's policies and procedures.
- To support residents to maintain their tenancy and look after their home which they share with other people, e.g. complete domestic tasks and maintain a clean and safe home environment.



- To work with residents to ensure planning of healthy diet choices and support with meal preparation and cooking.
- To support residents with attending meetings and appointments if required.
- Provide emotional support and appropriate intervention for distressed residents.
- Support people to maintain regular contact with their own families and/or other significant individuals according to the person's wishes.
- To liaise with other agencies as required, i.e. regarding service users' annual reviews, health appointments.
- Ensure service users are aware of CMKC's safeguarding adults procedures, comments and complaints procedures and document any incidents, accidents or complaints accordingly.

Staff training and personal development:

- Participate in supervision and staff appraisal.
- Attend staff meetings when required.
- Participate in on-going in-house and external professional and personal development activities.

General:

- Flexible approach to work as you will be required to work a rota, which includes some evenings, weekends, bank holidays and sleep-ins.
- Work co-operatively as a member of a staff team and build a professional working relationship with residents, colleagues, volunteers and relevant professionals.
- Promote equality of opportunity, a respect for diversity and anti-discriminatory practice.
- Represent CMKC in a positive and professional manner.
- Maintain appropriate confidentiality at all times
- Adhere to all CMKC policy and procedure.
- Comply with CMKC and Adult Social Care Workers Code of Conduct.
- Attend internal and external meetings, as required.
- To provide cover in other CMKC houses and work unsupervised and take appropriate responsibility for the proper running of the shift as required.
- To participate in trainings, meetings, personal development.
- Where required and authorised, to drive the company vehicles and to participate in ensuring the upkeep and maintenance of any such vehicles.
- To work in accordance with CMKC mission statement and statement of values.
- Support and undertake any other ad hoc Community activities and development projects that may be required.



Personal Specification: Support Worker

	Essential:	Desirable:
Education, Knowledge and Experience	<ul style="list-style-type: none"> • Relevant and transferable skills • Good numeracy and literacy skills • Understanding of the principles of care practice • Understanding of the principles of equality, diversity and anti-discriminatory practice • Working knowledge of basic hygiene standards 	<ul style="list-style-type: none"> • Care Certificate or Level 2 in Care qualification or equivalent qualification • Previous experience of working in social care with people with learning disabilities or other needs • Experience of identifying support needs for people and developing support plans and maintaining records • Experience in filing and administrative systems and processes. • Working knowledge of risk assessment, health & safety and safeguarding principles. • Knowledge of moving and handling principles. • Understanding of managing people whose behaviour may challenge
Abilities and Skills	<ul style="list-style-type: none"> • Ability to proactively engage with residents • Good written and verbal communication skills in English • Ability to care for residents ensuring privacy, dignity and respect • Ability to maintain professional boundaries at all times • Ability to organise and prioritise workload to meet deadlines • Good record keeping skills • Good IT skills, such as Microsoft Office programmes. 	<ul style="list-style-type: none"> • Ability to support less experienced staff members



	<ul style="list-style-type: none"> • Ability to work on own initiative and a in a team • Ability to present clear written information, including oral presentation • Able to follow policy and procedures 	
Personal Characteristics	<ul style="list-style-type: none"> • Ability to carry out the everyday duties of the role • Ability to remain awake all night • Empathy, caring and supportive attitude • Capacity to engage with the values and principles of Camphill MK • Commitment to a person centred approach which is focused on the needs of the people we support • Commitment to ongoing personal development and training associated with the role 	
Service Specific Criteria	<ul style="list-style-type: none"> • Ability to work flexible and unsocial hours including weekends, evenings, bank holidays and sleep-ins. • Eligible to work in the UK • A satisfactory DBS check with no barred listing 	<ul style="list-style-type: none"> • Valid driving licence (no more than 3 points)