



Camphill Milton Keynes Communities

Job Description

Job Title:	Support Worker
Reports to:	Registered Manager or Locality Manager
Location:	South Northamptonshire sites
Purpose:	<p>To provide high-quality care and support to adults with learning disabilities living in residential care, ensuring they experience a safe, healthy and fulfilling environment. To ensure that each resident has a detailed Person-Centred Plan with agreed goals and action plans that support them in achieving the best possible quality of life and, where appropriate, developing and maintaining independent life skills.</p> <p>To encourage and support the values of Camphill Milton Keynes Communities.</p> <p>To act as key worker for a group of residents.</p>

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 plans for allocated residents, in cooperation with residents, their families and other professionals (in a Person-Centred way).
- Maintain records as required, including residents' daily reports, accident and incident reports, health and safety records, and communication systems — clearly, accurately and in a timely manner.
- Support residents in making their own decisions and informed choices and assist them in promoting and maintaining their independence, appropriate to their individual needs and abilities.
- Ensure information communicated to residents is accessible to them.
- Support residents to manage their personal care needs with dignity and respect.
- Support residents to feel at home and take an active part in the upkeep of their living environment, including domestic tasks and maintaining a clean and safe home.
- Work with residents to ensure planning of healthy diet choices and support with meal preparation and cooking.
- Support residents to access a range of leisure, social and educational activities and other services.
- Monitor and respond to medical or health needs and, when authorised, administer medication safely and support therapeutic aims in accordance with CMKC's policies and procedures.
- Provide emotional support and appropriate intervention for residents in distress.
- Support residents to maintain regular contact with their families and/or other significant individuals according to each person's wishes.
- Support residents with attending meetings, reviews and appointments as required.

- Liaise with other agencies as required, including in relation to residents' annual reviews and health appointments.
- Ensure residents 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 ongoing in-house and external professional and personal development activities.

General:

- Flexible approach to work as you will be required to work a rota which may include day shifts, evenings, weekends, bank holidays, sleep-in shifts and waking night shifts.
- Work co-operatively as a member of a staff team and build professional working relationships with residents, colleagues, volunteers and relevant professionals.
- Promote equality of opportunity, 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 policies and procedures.
- Comply with the CMKC and Adult Social Care Workers Code of Conduct.
- Attend internal and external meetings as required.
- Provide cover in other CMKC houses within South Northamptonshire and work unsupervised, taking appropriate responsibility for the proper running of the shift as required.
- Where required and authorised, drive company vehicles and participate in ensuring the upkeep and maintenance of any such vehicles.
- Work in accordance with the 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 (South Northamptonshire)

	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 • Previous experience of working in social care with people with learning disabilities or other needs • Experience of identifying support needs and developing support plans and maintaining records • Experience in filing and administrative systems and processes • Working knowledge of risk assessment, health and safety and safeguarding principles • Knowledge of moving and handling principles • Understanding of supporting 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 • Ability to work on own initiative and in a team • Ability to present clear written information, including oral presentation • Able to follow policy and procedures 	<ul style="list-style-type: none"> • Ability to support less experienced staff members
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 	

	<ul style="list-style-type: none"> • 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, sleep-ins and waking night shifts • Eligible to work in the UK • A satisfactory DBS check with no barred listing • Valid driving licence (no more than 3 points) 	

May 2026