



Camphill Milton Keynes Communities

Job Description

Job Title:	Support Worker
Reports to:	Registered Manager or Locality Manager
Location:	South Northamptonshire sites
Purpose:	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. To encourage and support the values of Camphill Milton Keynes & Northants (CMK&N) 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 CMK&N 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 CMK&N'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 CMK&N'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 CMK&N in a positive and professional manner.
- Maintain appropriate confidentiality at all times.
- Adhere to all CMK&N policies and procedures.
- Comply with the CMK&N and Adult Social Care Workers Code of Conduct.
- Attend internal and external meetings as required.
- Provide cover in other CMK&N 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 CMK&N 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	• 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	• 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	• 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	• Ability to support less experienced staff members
Personal Characteristics	• 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	• 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)	

September 2026