



## JOB PROFILE

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<b>Post Title:</b>	Independent Living Support Worker – Learning Disabilities
<b>Directorate:</b>	Children and Adults Social Care Directorate
<b>Responsible to:</b>	Adult Team Manager - Designate
<b>Responsible for:</b>	N/A
<b>Grade:</b>	B

### Job Purpose

To improve the lives of all within our community and help the island thrive by assisting in the provision of one-to-one support to enable an individual with learning difficulties to live independently in their own home in the Longwood area. To assist the individual in developing their skills so that they can live a full, active and independent life whilst being safe.

An important part of this role will be developing a supportive relationship, rather than providing a caring role, with the individual; supporting them to engage in their preferred interests and activities, decision making and independence over their own life.

### Main Duties and Responsibilities

Working individually with the service user you will provide support to them to assist them to live independently in the community. You will support them to develop their skills and increase their independence over time.

1. To maintain a high quality of care and support which meets the physical, emotional, intellectual, social and cultural needs of service users with learning disabilities within their homes.
2. To compile reports and develop and maintain records on service users with learning disabilities in their homes. Ensuring all daily diaries, incident sheets, missing from home and medical appointment logs are completed to a good standard by recording all necessary daily information in service user notes adhering to individual needs and support plans. This will include information on service user daily progress and engagement, observations and behavioural incidents.
3. To plan activities within the home and community and engage service users to participate.



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4. To ensure health and safety standards are maintained for the service users in their homes.
5. To ensure adequate, healthy and nutritious food provisions are encouraged.
6. To encourage and support the development of independent living skills and encouraging them to participate in activities for independent living and to be involved in all decisions that affect them.
7. To supervise and support service users in maintaining of cleanliness of their homes and surrounding areas.
8. To be responsible for the supervision and care of service users whilst in the home or the community and encouraging them to be independent wherever appropriate and ensuring that they are kept safe from harm at all times.
9. To support service users to maintain contact with relatives and significant others.
10. To assist the service users in developing and maintaining their daily living and social skills including financial management, household chores, food preparation, social activities, physical activities, shopping and work commitments.
11. To provide a caring, supportive and nurturing environment in which service users can feel secure and in line with their rights and choices.
12. Helping service users develop self-control by good role modelling and helping them understanding acceptable behaviours and supporting them to learn positive ways of engaging. Support service users who may present with behaviours that place themselves and/or other people at risk. The Directorate upholds a positive approach to managing challenging behaviours, focusing on adapting the environment, developing service user skills and using de-escalation techniques rather than use of negative consequences. Staff must follow positive behaviour support plans to decrease service users' agitation or distress.
13. To use a range of methods to support service users to communicate and increase their understanding. This might include use of simplified language, visual resources, simple sign language and electronic communication aids.
14. Providing assistance and support on a 1:1 basis to enable service users to address past and present difficulties and challenges.
15. Providing emotional support at times of difficulty or stress, including the use of de-escalation techniques.
16. To support the service users in developing and maintaining good relationships with other household members, relatives, neighbours and others in the local community.
17. Being aware of care and support plans for all service users and providing support for colleagues by maintaining consistency in the execution of those plans including effective planning, monitoring, evaluation and review of their requirements in partnership with the service user.
18. To participate in shift work.



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19. Attending team meetings, training and individual supervision meetings and making a positive contribution to them.
20. To complete all mandatory training and ensure that this is implemented in daily practice. This will include training on positive behaviour support, first aid, fire safety, safeguarding adults, and medication management.
21. All employees are responsible for taking all reasonable measures to ensure that the risks of harm or abuse to service users are minimised and immediately report any concerns or queries to the Unit Manager or other professionals.
22. To undertake such other duties as additional hours of work and additional training as may be reasonably required and which are consistent with the general level of responsibility of this job.
23. To undertake such other duties appropriate to the grade of making a positive contribution in supporting service users to promote their quality of live and helping them to maintain a homely environment.

### Key Responsibilities

1. To deliver high levels of person centred support to service users.
2. Ensuring that Individual Support Plans are adhered to and that service users are treated with patience, kindness and upmost respect at all times.
3. Responsibility for the accurate maintenance of all records.
4. Attending meetings and appointments with service users.
5. Work within all policies and procedures in force within the Children and Adult Social Care and Code of Management.
6. Commitment to attend relevant training.
7. To understand and recognise and report safeguarding concerns.
8. Responsible for the safekeeping of the Supported Accommodation equipment.

**Safeguarding Adults** – *Identifying adult abuse, keeping up-to-date information, ensuring a safe working environment*

**Communication** – *raising concerns, effective information sharing*



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**Person Centred support** – *person centred support plans, ensuring the involvement of service users in decisions regarding their own lives, promoting independence and choice in everyday life.*

**Learning & development** – *takes some responsibility for their own development in their role, supports others to ensure upskill of staff*

**Equality & Diversity** – *understands cultural uniqueness, demonstrates passion for fairness and equality*

### Special Conditions

- This post requires the holder to do varying shifts, which include early, late, night work and when required, long days. The post holder is also required to work weekends as part of a rota and Bank Holidays when required. Sleeping-in may also be required depending on service users' needs.
- On occasions you may be requested to change your rota at a given notice as per your contract, to ensure the contingencies of the homes are covered. This may also include covering an additional shift as an emergency measure.
- Lone working with service users in their own home.
- Working unsociable hours, shift work including night shifts (waking nights and/or sleep-in nights) as required.
- Working with individuals whose behaviours may be challenging for the service.
- Undertake physical activities with service users which may include regular walking, and fitness & wellbeing activities within the home and community.

This post requires the holder to have a clear Police vetting certificate check at all times. Changes to personal circumstances which may affect this role must be notified to your line manager immediately.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



# JOB PROFILE

## Core Competency Framework

Competency	Level
<b>Professional Development:</b> N/A	i
<b>Planning &amp; Delivery of Work:</b> Work is delivered on time, efficiently and to the required standards with clarification sought when necessary and relevant parties kept up to date on progress. Ask questions to clarify expectations when necessary.	ii
<b>Analysis and use of Information:</b> Gathers, summarises and interprets information with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems	ii
<b>Decision Making:</b> Ability to act on own initiative and confident in making decisions within policy guidelines.	ii
<b>Working with Others:</b> Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.	ii
<b>Communication:</b> Good verbal and written communication and ability to record factual information accurately and present it clearly.	ii
<b>Influencing and Persuading:</b> Encourages, provides and is receptive to constructive feedback to improve performance of self and team. Remains constructive when disagreeing or challenging and ensures alternative approaches to work are effective in meeting the organisation and individual needs.	ii
<b>Dealing with Change:</b> Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.	ii
<b>Continuous Improvement:</b> Willing to learn and develop self and team in job role to work efficiently and effectively.	ii
<b>Managing Resources:</b> Responsible for the safekeeping of the Supported Accommodation equipment and other resources.	ii



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
Functional Skills Entry Level 1 in Maths and English or equivalent	E	✓	✓
Valid Drivers' Licence (Class A)	E	✓	✓
Completion of Care Certificate or equivalent, if not a willingness to complete this	E	✓	✓
Recognised qualification in ICT e.g. European Computer Drivers License	D	✓	✓
<b>Knowledge &amp; Experience:</b>			
Knowledge of safeguarding to promote the welfare of vulnerable adults and help protect them from harm.	E	✓	✓
Experience of working with challenging behaviour and willingness to undertake ongoing training	E	✓	✓
Previous experience in working in a care environment and in report writing.	E	✓	✓
Six months experience of working with vulnerable adults, young people and children or demonstrable experience relevant to the role.	E	✓	✓
<b>Skills and Abilities:</b>			
Good interpersonal skill	E	✓	✓
Ability to adapt to work under pressure with good organisational skills	E	✓	✓
Demonstrates an ability to plan and implement person centred care based on the service users physical, emotional, social and spiritual well-being; and to take action in collaboration with the multi-disciplinary care team.	E	✓	✓
Demonstrates proficiency in verbal, nonverbal, and written skills and the use of the English language through a variety of communication methods: <ul style="list-style-type: none"> <li>a. Written documentation – Electronic/paper service user chart and emails.</li> <li>b. Verbal communication – Telephone and in-person communication, etc.</li> </ul>	E	✓	✓
Able to assess risk, takes a positive approach to risk, be able to balance service user rights and	E	✓	✓



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risks.			
<b>Other:</b>			
Willingness to work flexibly including early, late, night work and when required, long days. Willingness to work weekends and Bank Holidays as part of a rota. Flexibility to cover additional shifts as an emergency measure.	E	✓	✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	✓	✓
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	✓	✓
Compassionate and patient	E	✓	✓
Sense of humour	E	✓	✓
Determined, enthusiastic, respectful, tolerant	E	✓	✓
Ability to work on initiative and supervised.	E	✓	✓
Honest, trustworthy, conscientious and able to maintain confidentiality.	E	✓	✓
Positive, strength based approach towards people with impairments and/or disabilities.	E	✓	✓

### Our Values

#### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

#### TEAMWORK

We work together and we support each other.



# PERSON SPECIFICATION

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## Professional or Career Progression Cadre Competency Framework

*Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.*