

TRELOAR TRUST

JOB DESCRIPTION

Post: Support Assistant (Domiciliary Services)

Location: Holybourne

Responsible to: Domiciliary Care Manager Campbell Court

Main Purpose of Job

To support tenants in the Campbell Court accommodation and the Domiciliary care service.

Key Tasks

Special responsibility

- To encourage tenants to do as much as possible for themselves by guiding and assisting them. Help tenants to identify the assistance they require to enable them to live as independently as possible. Help tenants to assume responsibility for their own development. This will encompass all aspects of everyday living.
- Support tenants to work on independent living goals, in line with their identified outcomes.
- Provide personal care to a high standard.
- Assisting with prescribed medication, in line with Treloar procedures and guidelines.
- Encourage tenants to organise their care routines and/or independence training and seek to develop relationships which will aid tenants towards greater maturity and independence.
- Support tenants with budgeting and managing their Direct Payments effectively.
- Support tenants in maintaining relationships with families, carers and friends.
- Develop skills in basic counselling, behaviour management and dealing with social and emotional problems. Any major difficulties in these areas must be undertaken in close consultation with the Domiciliary Manager or Deputy.
- Support tenants to communicate with all other agencies. Working with other care professionals such as District Nurses, GPs, etc.
- Encourage tenants to make and attend medical, dental and specialist appointments and ensure the results are recorded.
- Ensure a consistent approach from all staff working within the project by following agreed care plans.
- Keep up-to date records for each tenant using a standard pro-forma (using the Nourish IT system) in partnership with tenants
- To support tenants to care for and maintain their personal equipment and belongings.

- To support tenants to access the community
- To support tenants, seek meaningful occupation and voluntary opportunities if appropriate

Contact with parents/external agencies:

The Support Assistant will provide information to the Domiciliary or Deputy. Who will also usually be present at Annual Reviews and any other meetings concerning the tenant,

General Responsibilities:

- Attend staff meetings as required
- Identify and refer faults/work to the Core staff member.

Supervisory responsibilities

- Carry out routine administration tasks.
- Attend meetings and share in discussions and decisions regarding Campbell Court.

Equality and Diversity :-

- To promote good practice in relation to equality and diversity, with both staff and tenants.

Other duties

- To support the Trust in safeguarding and protecting the welfare of all tenants.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.

This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust
HR Department
March 26

PERSON SPECIFICATION – Support Assistant (Domiciliary Services)

ESSENTIAL	DESIRABLE
<p>Qualifications</p> <ul style="list-style-type: none"> • Good standard of General Education including evidence of GCSE English and Maths at grade C or above (or equivalent). • Hold (or be prepared to work towards) a relevant Level 2 or 3 qualification e.g. Health and Social Care, Children and Young People's Workforce Development, Supporting Teaching and Learning or Specialist Support for Teaching and Learning (or equivalent) • Willing to gain Food Handling and Hygiene Certificate 	<ol style="list-style-type: none"> 1. Level 2 or 3 qualification in Health and Social Care, Children and Young People's Workforce Development, Supporting Teaching and Learning or Specialist Support for Teaching and Learning (or equivalent) 2. CIEH level 2 Award H&S in the Workplace Qualification 3. Level 2 IT Qualification (or be prepared to work towards)
<p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Care work experience • Experience of working with disabled adults • Experience of working in a residential setting or supported living environment • Experience of working in a multi-disciplinary team • Able to understand or to develop an understanding of the need to maintain and respect confidentiality • Knowledge of key statutory orders relating to supported living • To hold a full clean UK or EU driving licence 	
<p>Skills and Abilities:</p> <ul style="list-style-type: none"> • Good written and verbal communication skills • Basic Information Technology skills • A willingness to support the tenants in developing independence skills and self advocacy • To be able to provide personal care relevant to the tenants needs • Good organisation and administration skills – able to manage workload and prioritise tasks • Ability to prepare written reports • Ability to work alone. • Ability to support and guide staff in their training and development • Ability to problem solve and use own initiative and to cope with emergency and difficult situations 	n.
<p>Personal qualities:</p> <ul style="list-style-type: none"> • A commitment to promoting and safeguarding the welfare of tenants • An understanding of issues relating to disability • Commitment to equal opportunities • Able to work well under pressure • Prepared to attend training courses some of 	

<p>which will be outside normal working hours</p> <ul style="list-style-type: none"> • Willing to work flexible rota including alt weekends inc bank holidays and Christmas. 	
<p>Physical Requirements</p> <ul style="list-style-type: none"> • Able to meet the physical requirements of their role. (e.g., assisting with moving and handling, supporting tenants in the community) 	
<p>Personal Circumstances</p> <ul style="list-style-type: none"> • Willing to work a flexible rota, to include alternate weekends. 	
<p><u>TRELOAR TRUST IS COMMITTED</u> <u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u> All successful candidates will be subject to a Disclosure and Barring System Check along with other relevant employment checks</p>	

**BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE
SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY**