



## JOB DESCRIPTION

REC 7

**POST:** SUPPORT WORKER  
**RESPONSIBLE TO:** DEPUTY CARE MANAGER  
**RESPONSIBLE FOR:** N/A

The post holder will be expected to operate and uphold our workplace values, which are:

**Independence**  
**Respect**  
**Honesty**  
**Teamwork**

### **PRINCIPAL DUTIES:-**

Provided at all times that this remains consistent with any Linkage-wide policy and/or practice, these will include:-

1. To assist and monitor clients with their personal and health care needs.
2. The administration and recording of medication as per the medication system.
3. To inform the Manager of any significant developments and / or difficulties within the home.
4. To provide sensitive responses to clients' needs and provide a caring environment following specific handling procedures, as detailed in the care plan, maintaining their respect and dignity.

### **KEY TASKS:-**

- 1) To ensure the house in which they are working is properly cleaned and maintained.
- 2) To assist clients with the care of personal possessions, i.e. clothing, etc.
- 3) To arrange and accompany clients as necessary to Doctors, Dentists, etc, as agreed with Registered Manager.
- 4) To be responsible for the safety of the clients and themselves.

- 5) The planning, purchasing and preparation of meals.
- 6) The development and operation of a broad range of internal and external leisure activities for and with clients.
- 7) To help with the formulation and review of clients' personal care plans.
- 8) The implementation and continuation of clients' training programmes as prescribed by the line manager.
- 9) The maintenance of records as required by the Trust.
- 10) The production of reports on clients' progress as required.
- 11) To work within the vocational training setting as required.
- 12) To familiarise themselves with and follow all operational systems within the home and to be thoroughly acquainted with emergency procedures.
- 13) To participate in staff meetings as requested, training and development and staff supervision.
- 14) To liaise with carers as directed by the line manager.
- 15) To implement and promote the Linkage Policy for Equality and Diversity.
- 16) To undertake appropriate personal and professional development.
- 17) To be personally responsible for your own Health and Safety and to be aware of obligations to other staff and customers in accordance with legislation.
- 18) To undertake any other reasonable tasks as requested by the line manager.

### **Health and Safety**

The Health and Safety responsibilities associated with this post are as set out in the Trust's Health and Safety Policy Statement, and you are required to undertake,



## JOB DESCRIPTION

REC 7

at the Trust's expense, any training necessary or appropriate for the effective discharge of those responsibilities.

### **Equality and Diversity**

All employees are required to work in a non-discriminatory manner, and accept responsibility for the implementation of the Trust's Equality and Diversity policy, throughout all personal contacts in the Trust and within their own area of responsibility. The post holder is required to offer leadership in these matters in the areas of responsibility in the post, and more widely in the Trust.

### **Safeguarding and Safer Recruitment**

Linkage Community Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**This job description is not definitive. It will be reviewed regularly and may be subject to modifications and amendments at any time after consultation with the post holder.**