



JOB DESCRIPTION

REC 7

POST: COMMUNITY SUPPORT WORKER

RESPONSIBLE TO: COMMUNITY SUPPORT SERVICES MANAGER

RESPONSIBLE FOR: SUPPORTING DESIGNATED CLIENTS IN MAINTAINING THEIR INDEPENDENCE, RIGHTS, CHOICES AND SOCIAL INCLUSION

LINE MANAGER TO: N/A

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

Independence
Respect
Honesty
Teamwork

KEY TASKS:

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

- 1) To support clients with all aspects of their individual care package, i.e. personal health needs, maintenance of home, care of personal possessions and support with their medication system. To support clients as required to attend appointments, i.e. doctors, dentist, etc.
- 2) To support clients with any safety issues and identify and assess any risk to the client or staff.
- 3) To support clients with any planning, purchasing and preparation of meals as identified in their individual care plans.
- 4) To support clients with a varied range of leisure activities of their choice.
- 5) To work with clients in the formulation and review of their personal care plans.
- 6) To support with the implementation and continuation of clients' personal development needs, as agreed and identified by individual care plans.



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- 7) Maintenance of records required by the Trust.
- 8) The production of reports and reviews of clients' personal developments as required.
- 9) To inform the support services managers of any significant developments / difficulties of clients within their home.
- 10) To familiarise themselves with and follow all operational systems within the work environment, and to be thoroughly acquainted with emergency procedures.
- 11) To participate in team meetings as requested, training and development and staff supervision.
- 12) To provide sensitive responses to client needs and promote a caring environment, following the individual client's personal needs identified in individual care plans.
- 13) To respect the privacy and dignity of all clients, and follow policies and procedures in this area.
- 14) To liaise with colleagues on client issues to ensure continuity of support is maintained.
- 15) The implementation of all the above tasks must, at all times, reflect the choice and independence of the individual client.
- 16) Develop and operate a broad range of internal and external leisure activities for, and with, the client.
- 17) To implement and promote the Linkage Policy for Equality and Diversity.
- 18) To undertake appropriate personal and professional development.
- 19) 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.
- 20) To undertake any other reasonable tasks as requested by the line manager.



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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, 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.