



## **JOB DESCRIPTION - PROJECT WORKER**

**Job Title:** Project Worker – Supported Living

**Responsible to:** Team Leader

**Responsible for:** Service Users

### **PURPOSE:**

Provide and maintain a high quality of care and support, which offers the individual the opportunity to develop physically, mentally, emotionally and spiritually. To support individuals to attain personal independence, choice and responsibility in a positive environment through individual person centred approaches.

Provide flexible support that enables individuals to reach their full potential and supporting individuals to access a range of opportunities and experiences, either within their home or the wider community.

### **MAIN DUTIES AND RESPONSIBILITIES**

To understand and follow the Statement of Purpose of the company and the philosophy of care.

It is the duty of the support worker to involve service users in all aspects of their day-to-day life encouraging active participation wherever possible. Project workers must work in accordance with the company values, policies and procedures, legislation and regulatory standards.

Ensure appropriate, accurate, complete and timely records are kept in regard to service user's daily record reports, support plans, risk assessments, health action plans, person centred plans including outcomes.

### **PERSONAL AND SOCIAL CARE**

Have an understanding of individual service user's needs and encourage individuals to achieve maximum independence. To encourage service users participation in planned care and inde

pendent living.

Adhere to individual service user care plans.

Support individuals in their daily living activities, i.e. assistance with washing, feeding, toileting, bathing offering verbal prompting and encouragement and if necessary physical assistance whilst encouraging service users to achieve maximum independence.

Whilst providing personal care, Project Workers must maintain service user's dignity and respect whilst communicating effectively with the service user and other staff members' as appropriate.

Adhere at all times to relevant care of service user policies and procedures.

Work in accordance to the risk assessments relevant to service user care.

Be involved in the constant re-assessment, planning and implementation of individual programme plans.

Attend and lead review meetings with professionals and with service users.

Support and enable service users to take part in a wide range of leisure and recreational activities, both within their home and in the community.

Undertake the administration or prompting of medication to service users prescribed medication and monitor and record in accordance with company policies, protocols and procedures.

Work with individuals to arrange and attend appointments in line with their own health needs (GP, Dentist, Hospital, Community Practitioners etc) and housing needs (Housing Benefit, meeting with landlords etc).

## **POLICIES & PROCEDURES**

To act at all times in accordance with the published policies and procedures adopted by St Alex Limited.

## **FINANCIAL MANAGEMENT**

Ensure that accurate petty cash and any other monies are recorded.

Ensure finances are protected in relation to both supported individuals and St Alex by following financial procedures.

## **COMPUTER SYSTEMS**

To develop the necessary skills in using the Company computer system in the performance of your duties.

To follow good computer housekeeping practices in relation to back-up procedures and filing of reports and documents using St Alex Intranet effectively.

## **CARE AND SUPPORT SERVICES**

To take direction from Team Leader and Area Manager to ensure all regulatory and statutory returns are submitted on time.

To work with the Team Leader and Area Manager and contribute to development of new services and to represent St Alex at key partnership meetings relating to supported living.

Participate in meetings with other internal and external health professionals for purposes of reviews and personalised care plans.

Work with individuals to maintain and improve their emotional well-being and communication in line with support plans and support individuals to access the community to participate in activities of their choosing such as leisure, education or employment.

Facilitate monthly/weekly tenant meetings for individuals to be involved and actively participate.

Providing care and support in a person centred, individual way and this support is recorded and monitored appropriately to realise achievements for supported individuals.

Promote complaints and compliments procedure in a way that allows individuals to feel that they can express any concerns and complaints and know that they will be taken seriously and dealt with effectively.

Promote the duty of care to ensure supported individuals are protected in line with the local safeguarding protocols and company Safeguarding Policy and Procedure.

Work with families to maintain, open, honest communication and promote a willingness to continuously improve the service their family member receives.

Abide by the Code of Practice for social Care Workers as issued by the General Social Care Council.

To ensure that every aspect of confidentiality relating to the company, service users and other staff is maintained.

Be aware of the policies and procedures of the company as set out in the "staff handbook" and adopted in the service.

## **SAFEGUARDING**

Undertake training in respect of safeguarding responsibilities and work in accordance with Local Authority Safeguarding and company policy.

To ensure personally no abuse occurs and report abuse immediately as per company Whistle Blowing policy.

## **TRAINING AND DEVELOPMENT**

Complete the Corporate Company Induction process.

Attend all training courses in line with regulatory standards and company requirements. Attend refresher training to ensure provision of quality care.

Participate in annual appraisals and regular supervisions, which look to identify strengths and weaknesses and result in producing a personal training plan. Participate in training and education as identified through appraisal.

## **GENERAL**

Undertake any other duties and responsibilities within the employee's skills, capabilities and knowledge, in accordance with Health and Safety Policies.

To work with all other staff and communicate in an open and courteous manner with all colleagues' service users and multi-agency personnel. To be aware of the importance of team work and assist in creating a pleasant working environment for all staff and pleasant homely environment for all service users.

Ensure all hazardous substances are handled in accordance with COSHH procedures. Report all accidents and incidents in accordance with company policies and procedures.

Recognise and respect the dignity of all service users and staff irrespective of age, ethnic origin, religious beliefs, gender, sexual orientation, disability, race or marital status. To adhere to company equal opportunities and Disabled Workers Policy.

Work in accordance with the Care Quality Commission standards and regulations.

Undertake administrative duties, filing, photocopying, posting, emailing, letters, minute taking, arranging appointments, making telephone calls, assist service users to manage finances.

**No job description can be entirely comprehensive and the job holder will be expected to carry out such duties as may be required from time to time are broadly consistent with the job description.**

## **PERSON SPECIFICATION PROJECT WORKER**

		Standard E or D*	Assessed via A or I*
<b>1. EXPERIENCE</b>			
1.1	A successful track record of working to support the community either in a care and support or other profession	D	A&I
1.2	Experience of working as part of a team	E	A&I
1.3	Experience of writing reports and plans to meet the needs of individuals	D	A&I
<b>2. SKILLS AND ABILITIES</b>			
2.1	Ability to assist people in all aspects of personal and emotional care and support	E	I
2.2	Ability to record and communicate effectively	E	I
2.3	Ability to devise or understand care and support plans and risk assessments	D	I
2.4	Ability to ensure a safe working environment	E	I
2.5	Ability to communicate effectively and concisely both verbally and in writing with individuals who have a disability	E	A&I
2.6	Ability to follow clear instructions	E	A&I
2.7	Ability to work with minimal supervision and using own initiative	E	I
2.8	Ability to plan, prioritise and manage own workload and time	E	I
2.9	Ability to read and write clearly	E	I
<b>3. COMMITMENT</b>			
3.1	A thorough understanding of and commitment to equal opportunities and its delivery in relation to care and support services	D	A&I
3.2	Empathy with the value and culture of the organisation	E	I

**\*Key – E = Essential      D = Desirable  
A = Application Form    I = Interview**

		Standard E or D*	Assessed via A or I*
<b>4. KNOWLEDGE</b>			
4.1	An up-to-date knowledge of personal care and support issues relating to individuals with a learning disability and other complex needs	D	I

4.2	An understanding of the care standards and the Care Quality Commission principles of regulation	D	I
4.3	An understanding of the components of high quality service to customers	E	I
4.4	Knowledge of health and safety issues	E	I
4.5	An understanding of the management of risk and the safeguarding of vulnerable individuals	E	A&I
<b>5. QUALIFICATIONS</b>			
5.1	NVQ 2 or 3 in Health and Social Care	D	A
5.2	Other relevant Health & Social care training/qualifications	D	A/I
<b>6. SPECIAL CONDITIONS</b>			
6.1	Full driving licence	D	A
6.2	Acceptable Criminal Records Bureau check if successful	E	I
6.3	Satisfactory evidence of eligibility to work in the UK	E	I
<b>7. PERSONAL QUALITIES</b>			
7.1	Ability to get on and communicate with people	E	I
7.2	Flexibility to work various shift patterns	E	I
7.3	Positive attitude towards individuals with a learning disability	E	A/I
7.4	Willingness to undertake training	E	I

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