

JOB DESCRIPTION

Job Title: Personal Support Worker

Department: Leisure

Reporting to: Service Manager

Work Pattern: 27.5 hours per week. 10am – 3.30pm

Main Job Functions:

To provide a flexible support service informed by an individual customers person centred plans.

Support Functions include

- Support the customer with service based tasks at the Papworth Trust leisure service.
- Assistance with personal care based on a person centered care plan.
- Supporting individuals to engage a range of educational, personal development and recreational activities that will facilitate integration, inclusion and equality of opportunity. This will match the sessional plan of the particular customer.

Personal Support Assistants work alongside a team who provide leisure based activities to adults with a learning disability.

Personal Support Assistants assist customers to identify and work towards their aspirations and goals and work with them on an individual and team basis which ensures that they have the freedom to choose where, when and in what way support is provided.

Main Duties:

1. Supporting customers

| | |
|-----|---|
| I. | To undertake personal care and support for individual customers including toileting. |
| II. | Enabling customers to increase their independent living skills and improve their access to the wider community by engaging in the specific timetable of activities as part of the service they are attending. |

| | |
|------------------------------------|--|
| III. | To support customers with medication needs through prompts and administration, dependent on the customers care plan and training. |
| IV. | To assist customers with their mobility including the use of aids such as wheelchairs, hoists etc. |
| V. | To assist in the preparation of meals and drinks and provide assistance with eating and drinking dependent upon customer needs. |
| VI. | To support customers with activities within the leisure service. |
| VII | To oversee the monitoring of the customers welfare and to communicate any concerns with the Service Manager. |
| VIII | To immediately report to management any incidents or noticeable changes in health, behaviour or circumstances of customers, whilst maintaining customers' rights to privacy and confidentiality, and to take the appropriate actions. |
| 2. Policies and Procedures. | |
| I. | To deliver personal care and support as required. |
| II. | To comply with all relevant policies including: Safeguarding, Whistleblowing, Health and Safety, Lone Working, IT, Customer Finance, Risk Assessments and Mental Capacity. |
| III. | To use IT systems to assist with the customers leisure based tasks, as required. |
| IV. | To provide a professional and confidential service to customers at all times in line with Papworth Trust policies, particularly the Confidentiality Policy. |
| 3. Service Delivery | |
| I. | To ensure the customer engages to their best possible ability, with the sessional activity they are attending. |
| II. | Contribute to support plans and risk assessment with individual customers and as a team ensure a consistent quality approach. |
| III. | Take responsibility for ensuring that all work undertaken on behalf of the Trust complies with good practice regarding Safeguarding and Whistle Blowing , reporting any concerns to the Service Manager |
| IV. | Ensure that all service delivery is consistent with the Social Model of Disability i.e. it is supportive, encouraging, facilitative- assisting and completing tasks with people and not for them. |
| V. | To ensure that safe and accurate handovers take place between staff and to ensure clear and accurate information is included in any notes and communications books. |
| VI. | To safeguard the health, well-being and safety of the customers we work with, some of whom may be classed as vulnerable people or adults at risk. In the event of a risk to a customer becoming apparent or if concerns arise about a vulnerable |

| | |
|--|---|
| | person's welfare, to immediately report these concerns in line with the appropriate policy and procedure. |
| 4. Customer Focus | |
| I. | Seek opportunities to involve customers in changes to service design and delivery |
| II. | To work with customers, advocates, family members and others (including external agencies, volunteers and care managers) to meet customer aspirations and goals. This could include contributing to a customer's service review. |
| III. | To work with customers, advocates, family members and others to design and implement their own self-assessment of needs and ensure that these are included in the Person Centred Plan |
| 5. Development of Care Skills | |
| I. | As required, to attend training courses, supervision sessions, staff meetings and annual appraisal meetings to share best practice, maximise organisation and personal development and effective communication. |
| II. | Participate in improving the quality of service through attendance at team development days, the annual staff conference, the development of an annual team plan and to work to the Trust's business plan to achieve the agreed team outcomes |
| III. | Attend mandatory training including refresher training within the required timescales |
| Note: | |
| The responsibilities of this role will normally include all duties described in this Job Description and any additional or different duties, which the Employer may require from time to time. | |

Date of Description: April 2019
Job Description Ref: Support Worker - LEISURE
Prepared by: Service Manager.