

## ROLE PROFILE RIGHT JOB, RIGHT PERSON

### Job Details:

Job Title: Assistant Support Worker

Company: **reach** Department: Extra Care

Location: Extra Care scheme Reports To: Team Manager

Job Family: Staff DBS: Enhanced

Hours: Various

### Job Purpose

Provides a high quality, effective, enabling support service to older people living in an extra care scheme. Support is tailored and delivered in a person centred way. The role will involve actively supporting people to exercise choice and decision making in their own lives and in the way they which they want to receive support.

### What this Job does

Enables people to live independently in their own homes and retain independence, Dignity, respect and inclusion in the community.

To support people to maintain existing skills, be re-enabled and develop/learn new skills in daily living activities

Provide physical support and assistance in areas such as household and domestic tasks, shopping, food preparation, personal hygiene and self care.

Support people in the following areas:

- to develop and maintain links/relationships with families/friends and networks within their community
- to support people to manage the practicalities of daily living and to access other supports in the community
- budgeting, income maximisation and managing personal finances
- access appropriate health/advocacy/welfare benefit/advice services

Support people to develop Person Centred Plans/Individual Service Plans and ensure their effective implementation through regular monitoring and evaluation

Promote healthy lifestyles liaising with appropriate agencies as necessary

Demonstrate an awareness and commitment to Pobl Group Policies and Procedures and **reach's** Vision

Attend relevant meetings, training courses, personal development plan and 1 to 1 sessions as required

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Update all relevant records/paperwork in a timely and accurate manner

### How this Job is done

#### Our Values

Everyone employed by the Pobl Group share the following values:

Fairness	We treat everyone equally whilst respecting uniqueness
Openness	We are honest and approachable
Ambition	We aim to be the best we can and deliver the results our customers want
Responsibility	We take ownership of our actions and are aware of the impact on others
Integrity	We believe in what we do and are true to ourselves and our customers
Respect	We treat people in a way which makes them feel valued

### Who does this Job: Assistant Support Worker Extra Care

Person Specification	Essential or Desirable
<b>Experience</b>	
Experience of supporting people through ageing processes, Physical disabilities, Mental Health issues.	D
<b>Skills &amp; Abilities</b>	
Ability to maintain accurate records for each supported individual using in house systems.	E
Flexible shift patterns weekends, bank holidays and sleep-ins (dependant on each service requirement).	E
Ability to support people with their personal hygiene, household tasks, meal preparation, shopping (dependant on each service requirement).	E
Ability to respond to people's emotional/psychological/social and spiritual needs.	E
Ability to work in a person centred way.	E
Commitment to enable people we support to maintain their independence, dignity, respect and community presence.	E
Ability to work alone and to take the initiative in decision making.	E
Basic numeracy skills.	E
Good verbal and written communication skills.	E
Ability to work as part of a team.	E
Ability to respond appropriately to Emergencies using systems in place.	E

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Person Specification	Essential or Desirable
Ability to link work with relevant health professionals, social workers, other relevant professionals and landlord.	E
Ability to provide an enabling service that is targeted and focussed on maintaining and enhancing the daily living skills of the people we support.	E
Ability to work to a planned and structured daily schedule.	E
Good observation and monitoring skills with the ability to take appropriate actions.	E
<b>Knowledge and Understanding</b>	
Ability to understand the need of Privacy and confidentiality for people we support.	E
Willingness to gain knowledge and implement policies and procedures.	E
<b>Education and Training</b>	
NVQ 2 (willingness to undertake).	E
Information Technology – Basic.	D
Training and development (willingness to undertake).	E
Willingness to train in the use of internal communication systems.	E
Willingness to train in the use of emergency systems.	E

### Our Core Skills and Competencies

Everyone employed by the Pobl Group have the following core skills and competencies:

<b>Core Skills &amp; Behaviours</b>	Be Customer Focused Be Results Focused Be a Team Player Be a Communicator Be Safety Conscious Be a Solution Finder Be Efficient Be a Role Model
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