Underley Garden

THE GARDEN COLLEGE / UNDERLEY ADULT CARE SERVICE

Job Description: **Adult Care Worker**

Reports to: Registered manager / Principal / SLT

Review and Amendment: This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Registered Manager and the organisations SLT and the post holder.

Purpose of the Job

To be a member of the Adult Care Services operational staff team and assist in the everyday care, education and treatment of young adults with complex learning needs.
To contribute to the efficient and effective running of the operational team, primarily by helping
Provide a secure, stable and supportive environment within the homes
That the young adults may live safely and work towards achieving their potential.
To share the school's responsibility to support and promote the learning, personal development and well-being of all residents

Vision "Is to develop a comfortable home, where residents will feel valued happy and secure"
We aim to realize this vision through:

- Clearly differentiated person centered care planning.
- Ensuring constant high standards of health and safety.
- Working with our multi-disciplinary therapy team to promote physical and mental health and wellbeing.
- Ensuring spiritual social and emotional needs of residents are met, considered and respected.
- Providing a varied engaging activity program, which is structured, is positive in approach, and is empathetic with the client's specific needs choices and expectations.
- Maintaining strong working relationships with all external agencies, families and all parties involved in the service user's life.
- Encourage and continue to develop a happy motivated workforce.
- Encourage and continue to develop a high standard of staff expertise through regular training.
- By acting as reflective practitioners in all elements of our service to ensure quality standards, and clearly defined improvement pathways.
- By communicating and engaging with the service users, listening to them and valuing them.

Key Result Areas

The post holder will:

- facilitate learning, care and welfare in a variety of different environments
- be supportive to all Residents
- develop understanding of the specific needs of the young adults in their house
- work in partnership with parents/carers, colleagues and supporting professionals
- be expected to continuously develop in their role

General Responsibilities

The post holder will:

- safeguard and promote the welfare of young adults
- work in accordance with professional practice, statutory and legal requirements and the policies of the Organisation
- take on specific tasks related to the day to day administration and organisation of the home
- take responsibility for specific areas of work which will be reviewed annually then negotiated and agreed within the performance management cycle and school improvement process
- take on any additional responsibilities which might from time to time be determined

Duties and Accountabilities

Professional Attributes

The post holder will:

- Have high expectations of young adults with a commitment to helping them fulfil their potential, aspirations and preferences
- Establish fair, respectful, trusting, supportive and constructive relationships with young adults
- Demonstrate the positive values, attitudes and behaviour they expect from young adults
- Communicate effectively and sensitively with young adults, colleagues, parents and carers
- Recognise and respect the contribution that parents and carers can make to the development and well-being of young adults
- Recognise and respect the contribution that colleagues, parents, carer's and other professionals can make to the development and well-being of young adults, and to raising their levels of attainment
- Demonstrate a commitment to collaborative and cooperative working with colleagues
- Improve their own knowledge and practice including responding to advice and feedback
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Professional skills, knowledge and understanding

The post holder will:

- Support the care, education, employment, training and treatment of residents, as set out in each residents individual care plan and/or as directed by the line manager
- Work co-operatively with staff from all departments in order to fulfil the aims and statements of purpose of the home and college
- Undertake the role of key worker to an individual and work collaboratively with other staff to ensure that the detail of the young adults care plan and associated documents is up to date, accurate and coherent
- Undertake the role of 1:1 support worker to a specified young adult when required and work within the team to ensure the needs of the individual are being met
- Implement residential care standards and as required fulfil the role of a responsible person to a set of young adults within a residential group, including the provision of general domestic duties

- Be a member of a residential group staff team and participate in a shift rota as directed, including sleep-in duties
- Help enable the social inclusion of young adults on roll and empower them to participate constructively in a wide variety of community activities by providing driving and general escort duties as necessary
- Take an active part in maintaining the spiritual growth and emotional wellbeing of young adults who may of established UACS as their home
- Maintain accurate records, prepare written and verbal reports as required and attend review meetings as necessary
- Receive and/or give a verbal and/or written hand-over at the end of a residential shift and record all relevant information in log book whilst on duty
- Receive, welcome and communicate with relevant people, visitors to the residential facilities
- Implement all Health and Safety regulations and ensure safeguarding policy and procedures are upheld at all times
- Implement care, speech and other identified therapy programmes as required including providing potential 1:1 support for a specified young adult
- Attend staff meetings, training courses, conferences etc. as required and directed
- Participate in the programme of performance management and professional development (appraisal and supervision)
- Undertake N.V.Q Level 2 in Health and Social Care unless this qualification is already held or an approved equivalent professional or vocational qualification has already been gained

Team working and collaboration

The post holder will:

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Attend and participate in team meetings, supervision and appraisal meetings as directed

Health and well-being

The post holder will:

- Be aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of young adults as stipulated in current L1 Training
- Know how to identify potential abuse or neglect and follow safeguarding procedures
- Know how to identify and support young adults whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support

Confidentiality

It is expected that all UACS employees understand the nature of the work is confidential and details about users of our services should not be divulged to members of the public. Any breach of this confidentiality may result in disciplinary action being taken.

Other Duties and Responsibilities

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.