

## Job Description

# Learning Support Worker

**Responsible to:** House Managers & Assistant House Manager

**Responsible for:** N/A

**Job Purpose:** To support service users in every aspect of day to day living in line with care planning and the organisation ethos and expectations.

### Key responsibilities:

#### Main

1. Attend team meetings within designated house(s) and service user meetings, and take action on any outcomes in the absence of the House Manager / Assistant House Manager.
2. Ensure familiarity with the inspectoral frameworks of Care Inspectorate Wales and to represent the organisation at inspections;
3. The promotion of Equality and Diversity across the Organisation.
4. Ensuring that service user care and welfare needs are assessed and met.
5. Undertake a key working role as laid out by the Organisations / CIW policies and procedures.
6. With House / Assistant House Manager authorisation, to review and update Care Plans, Risk Assessments, Behaviour Support Plans or any other documentation relevant to the service users.
7. Ensure that all documentation regarding day to day management of the care home is updated and in place in relation to CIW Standards.
8. Administering of medication in accordance with the organisations policies and procedures.
9. Liaise with agencies and stakeholders involved with the service users to ensure the provision of integrated services.
10. Ensure all safeguarding / protection requirements are adhered to and met, notifying line managers of any suspected safeguard issues
11. Carry out all personal care tasks in a way that demonstrates respect for privacy, dignity and value of all service users in line with support plans.
12. Support all service users in meeting the challenges they face because of their learning difficulties, disabilities and where relevant, autism.
13. Undertake a variety of domestic tasks with and around the residential houses.
14. Record financial expenditure of services users in line with the organisations policies and procedures.
15. Undertake sleep-ins / wakeful nights as required. Under normal circumstances this is expected to be one per week.
16. Work with people that display challenging behaviour, ensuring their safety, your own at that of others.
17. Ensure familiarity with all key relevant documentation relating to individuals' care planning documents.

- 18. Participate in requisite training and professional development including Safeguarding, Total Communication and participation in Professional Learning Communities.
- 19. Where you are QCF Level 3 qualified, you will also undertake the following duties:
  - a. Attend team meetings within designated house(s) and service user meetings.
  - b. Represent your key resident at meetings where directed by the House Manager;
  - c. Be the appointed person to shift lead in the absence of house management.
  - d. In the absence of the house management team, take the lead in organising and supervision external activities into the wider community, taking consideration risk and staffing ratio.

General

- 1. Work according to the policies and guidelines of the Organisation.
- 2. To be committed to Continuous Professional Development (CPD).
- 3. Improving your own understanding of the values that underpin the work in the Organisation by attending relevant induction and training.
- 4. Respect confidentiality at all times.
- 5. Through personal example demonstrate commitment to equality and diversity ensuring equality of access and treatment for all.
- 6. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature: .....

Date: .....

Employee Signature: .....

Date: .....

# Person Specification

## Learning Support Worker

Requirement	Essential or Desirable?	How Assessed?
<p><b>Knowledge &amp; Understanding:</b></p> <p>A good understanding of the challenges facing young people with learning difficulties, disabilities and autism.</p> <p>Awareness of Health &amp; Safety and safeguarding.</p> <p>Full clean driving licence</p> <p>Experience in working with people with learning difficulties and disabilities.</p> <p>Relevant qualifications in supporting young people in education and/or care (NVQ or equivalent).</p> <p>QCF Level 2 Health and Social Care</p> <p>Experience of working in a similar role.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Application &amp; Interview</p> <p>Interview</p> <p>Application</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application</p> <p>Application &amp; interview</p>
<p><b>Skills &amp; Abilities:</b></p> <p>Excellent interpersonal skills.</p> <p>Excellent communication skills.</p> <p>Good planning skills.</p> <p>Good organisational skills.</p> <p>Good IT skills.</p> <p>Ability to work effectively with people with learning difficulties and disabilities, including emotional and behavioural difficulties and challenging behaviour.</p> <p>Ability to prioritise workload and meet strict deadlines.</p> <p>Ability to work independently and as part of a team.</p> <p>Ability to support individuals with personal care needs</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application &amp; Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p><b>Personal Attributes:</b></p> <p>Sensitive to service users' needs and abilities.</p> <p>Self-motivated.</p> <p>Creative and innovative.</p> <p>Commitment to personal development.</p> <p>Flexible in approach.</p> <p>Reliable.</p> <p>Honest.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Reference &amp; Interview</p> <p>Reference</p>