



## Support Worker Job Description

<b>Accountable to:</b>	The House Leader/ Manager
<b>Role:</b>	To support people who have learning disabilities (different abilities) and challenging behaviours to lead full lives and to develop their skills and confidence so that they can offer their gifts and make a difference.
<b>Salary:</b>	£13,000 to £14,000
<b>Hours:</b>	Flexible working hours (day and night) to accord with different needs.

**CORE RESPONSIBILITIES:** These responsibilities are carried out in accordance with the core values and principles of L'Arche as expressed in our Charter – [www.larchebelfast.org.uk](http://www.larchebelfast.org.uk)

- To give each person the support they need in the activities of their daily lives.
- To support people in looking after their homes and make sure that they are comfortable, safe and healthy place for them to live in.
- To follow people's support plans and work with other team members to support people to do their shopping, cooking, cleaning, gardening, laundry, correspondence etc. In certain circumstances you may have to do some of these things for people.
- To support people with their personal care and hygiene - bathing, manicure, dressing, dental hygiene and skin and hair care.
- To support people to look after their health and attend medical and other health care appointments.
- To support people in taking their medication properly when required.
- To support people in managing and accounting for their money.
- To support people in getting the help and services they need from various professionals and agencies when necessary.
- To support people to keep in touch with friends, family, people who speak on their behalf (advocates) and others.
- To support people to be as independent as they can be and to offer help to others when they can (to live interdependently)
- To support people in maintaining their home to meet health and safety standards and to meet the terms of their tenancy agreements.

- To support people to be good neighbours and to be involved their local community e.g. shopping locally, going to church and participating in local events, going to the leisure centre, using the bus, etc.
- To support and encourage people to participate in the community life of L'Arche Belfast and to participate in L'Arche Regional and International events and to with them if needed.
- To support people to plan for and go on holiday, and going with them if needed.
- To support people to understand and make choices and to communicate their needs.
- To use the authorised financial, administrative and communication systems that are in place in the community and keep them up to date in line with Policy and Procedure.
- To work in accordance with statutory requirements and L'Arche Belfast's Policies and Procedures.
- To keep full and clear records and communicate openly and honestly with all team members and the team leader.
- To attend meetings like Team Meetings and Reviews and meet with your team leader for regular supervision.
- To work in a way that treats everyone equally and fairly.
- To do training for your role as a support worker and formation in the values, vision and ethos of L'Arche
- To work on your own as needed.
- To support new team members to learn the job.
- To act with discretion and confidentiality at all times.

There may be occasions when you are required to fulfil some duties outside of normal working hours and flexibility is therefore essential.

This Job Description is not restrictive and you may be required to undertake any other duties and responsibilities as may be directed by your House Leader/ Line Manager.

Signed: ..... Date: .....

## Other Relevant Information

### **Waiting List:**

L'Arche Belfast retains suitable candidates on a reserve list, for a period of six months, from which they may be offered similar opportunities at a later date. These positions may be for either Full, Part-Time or casual relief work as required.

### **Probationary Period:**

You will have a probationary period of 6 months with a review in your fifth month. Confirmation in post will be dependent upon satisfactory performance and successful completion of the induction programme.

### **Training & Support:**

You will receive induction, relevant training, regular support and supervision and appraisal. If considered appropriate after your probationary period you may be invited to consider the possibility of starting the process of membership of L'Arche Belfast.

## **L' ARCHE BELFAST PERSON SPECIFICATION**

### **SUPPORT WORKER**

You must:

- Know what having a learning disability means and be able to work out what kind of help a person with a disability might need.
- Be literate and numerate.

You also need to:

- Know how to work as part of a team.
- Have a good work ethic.
- Have a cheerful disposition and get on with other people.
- Be physically, mentally and emotionally robust.
- Be able to work well with authority structures.
- Be able to communicate with respect, integrity and personal authority.
- Be able to speak and write English fluently and clearly.
- Be able to solve problems and take initiative when necessary.
- Be open and honest.
- Be compassionate and sensitive to the needs of others.
- Have respect for dignity, autonomy, choice, privacy and integration.
- Be open and available to work at different times of the day and night.
- Be in sympathy with the Mission, vision and values of L'Arche Belfast.

We would also like our support workers to:

- Have some experience of caring for or supporting people, preferably people who have learning disabilities and/or challenging behaviours either in an employed or a voluntary role.
- Be a car driver or have access to transport which allows them to do the job