

**THE RICHMOND FELLOWSHIP SCOTLAND  
JOB DESCRIPTION**

<b>Post</b>	Support Assistant
<b>Accountable to</b>	Service Manager/Support Worker

**MAIN PURPOSE OF POST**

Ensure all support provided is of the highest possible quality. To provide day-to-day support to people within TRFS Services

**KEY RESPONSIBILITY**

**Provision of Support**

- Assist the Support Worker in the provision of direct support as outlined in each individual's Personal Support Development Agreement (PSDA) – e.g. assisting people with everyday living, such as household tasks and personal care
- Assist the Support Worker in planning the support required by each individual
- Maintain accurate diary of support, and be accountable for any expenditure incurred in supporting people.
- Communicate any changes in the PSDA to relevant Support Workers and other responsible people, e.g. Service Managers

**Team Working**

- Actively contribute to effective team-working in the service

**Learning & Development**

- Receive and participate in regular supervision with line manager
- Demonstrate personal responsibility for learning, with particular reference to pursuing SVQs in Care\*
- Act up for Support Worker as required.

**\*Please note: Support Assistants may shortly require a qualification in Care in order to be included on the Social Care register**

**PERSON SPECIFICATION**

<b>Value Base</b>	<b>Essential</b>	<b>Desirable</b>
A sound value base in respect of the rights of people with a disability within society	<b>XXXX</b>	
A commitment to individuals being at the centre of decision-making as far as possible	<b>XXXX</b>	

<b>Experience</b> Previous experience in a related field		<b>XXXX</b>
<b>Skills/Qualities</b> Good communication skills To be able to support people in leading ordinary lives	<b>XXXX</b> <b>XXXX</b>	

<b>COMPENTENCIES</b> <b>Based on SVQ Health &amp; Social Care Level 2</b>	<b>UNIT NUMBER</b>
• Communicate with, and complete records for individuals	<b>HSC21</b>
• Support the health and safety of yourself and individuals	<b>HSC22</b>
• Develop your knowledge and practice	<b>HSC23</b>
• Ensure your own actions support the case, protection and well-being of individuals	<b>HSC24</b>

<b>CODE OF PRACTICE</b>
• Protect the rights and promote the interests of people we support and carers
• Strive to establish and maintain the trust and confidence of people we support and carers
• Promote the independence of people we support while protecting them as far as possible from danger or harm
• Respect the rights of people we support while seeking to ensure that their behaviour does not harm themselves or other people
• Uphold public trust and confidence in social services
• Be accountable for the quality of their work and take responsibility for maintaining and improving their knowledge and skills

All staff should familiarise themselves with the Policies and Procedures Manual and work within the TRFS Policy framework, including Health & Safety, Equal Opportunities, Discipline and Confidentiality

This Job Description is not exhaustive and, following consultation, the post holder may be required to fulfil other responsibilities and tasks.

This Job Description will be updated on a regular basis in consultation with the post holder, the line manager and the Personnel Section.