

**THE RICHMOND FELLOWSHIP SCOTLAND
JOB DESCRIPTION**

Post	Support Worker
Accountable to	Service Manager

MAIN PURPOSE OF POST

Ensure all support provided is of the highest possible quality. Plan, co-ordinate and provide support in conjunction with the Service Manager. Liaise effectively with families, agencies, colleagues and other stakeholders

KEY RESPONSIBILITIES

Support Planning and Delivery

- In partnership with the people we support and other stakeholders, prepare the Personal Support and Development Agreement (PSDA)
- Ensure effective implementation of the PSDA
- Co-ordinate delivery of support
- Assist Service Manager as required in, for example, organising staff support hours, staff supervision and appraisal, etc
- Provide accurate information and reports as required, ensuring continuity of support
- Key work as assigned; and provide co-key working service as required

Communication / Liaison

- Ensure all relevant parties involved in the planning and review of support are regularly updated on changes and progress in liaison with the Service Manager
- Provide formal input to Care Management reviews, including accurate written Reports as required
- Contribute to other reports as requested by line management
- In conjunction with other stakeholders, contribute to the representation of people we support
- Actively contribute to effective team working in the service

Administration

- Undertake service-based administration as required by line management

Learning & Development

- Demonstrate personal responsibility for own learning and, if supervising, that of others, with particular reference to pursuing SVQs in Care*
- Act up for line manager as required

***Please note: Support Workers may shortly require a qualification in Care in order to be included on the Social Care Register**

PERSON SPECIFICATION

Qualifications	Essential	Desirable
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Recognised qualification e.g. RMN/RNMH; Dip SW; CSS, HNC's, SVQ's		XXXX
Value Base A sound value base in respect of the rights of people with a disability within society, and a commitment to these individuals being at the centre of decision-making as far as possible.	XXXX	
Experience Previous experience in a related field	XXXX	
Skills/Qualities Good communication skills Ability to plan and prioritise effectively	XXXX XXXX	

COMPENTENCIES based on SVQ Health & Social Care Level 3	UNIT No
• Promote effective communication for and about individuals	HSC31
• Promote, monitor and maintain health, safety and security in the working environment	HSC32
• Reflect on and develop your practice	HSC33
• Promote the well-being and protection of children and young people	HSC34
• Promote choice, well-being and the protection of all individuals	HSC35

CODE OF PRACTICE
<ul style="list-style-type: none"> • Protect the rights and promote the interests of the people we support and carers • Strive to establish and maintain the trust and confidence of people we support and carers • Promote the independence of service users while protecting them as far as possible from danger or harm • Respect the rights of the 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.