

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	Adult Direct Services
Section:	Independent Living
Sub Section:	n/a
Post Title:	Independent Living Support Worker
Vision Post Number:	15089, 15090,15091
Grade:	GR 6
Responsible to:	Independent Living Support Supervisor
Posts Reporting to this Post:	N/A
Team:	Independent Living
DBS Required Level:	Enhanced
Location:	Rhondda, Cynon & Taf
Date of Description:	November 2015

KEY OBJECTIVES

To promote the independence and skill development of individuals experiencing difficulties while living in the community.

To ensure that the Independent Living Service is responsive to individual needs and that the service provided is of the highest quality.

To effectively promote well-being and independence with individuals and groups in a variety of contexts.



Support will be provided on a flexible basis and may include evenings and weekend working where agreed.

SPECIFIC RESPONSIBILITY

To devise, implement and monitor outcome focussed plans, to achieve identified (goals) outcomes for an allocated number of individuals.

To arrange, organise and participate in the provision of individual and group programmes to meet identified (goals) outcomes.

To work effectively with your own and the wider teams, including voluntary and other statutory organisations.

To ensure good communication and information sharing between team members, to promote a positive work environment.

To take named worker responsibility for individuals (service users).

To act as a point of contact for the individual, families and carers.

To maintain clear professional boundaries at all times.

To actively promote the integration of individuals into local community, through support and monitoring.

To liaise with appropriate professionals and service providers to ensure that the individuals (service users) needs are met.

To maintain and update appropriate records, as required.

To report any significant changes to the individuals circumstances to the Care Coordinator (NB the Care Coordinator is the person responsible for compiling the individuals Care Plan could be a Social Worker, Community Nurse or other health professional).

To attend individual planning meetings and provide written or verbal feedback as requested to other officers eg. Independent Living (Service) Support Supervisor and Care Coordinator.

To maintain the individuals (service users) dignity at all times whilst carrying out support.

To promote and maintain high standards of practice as determined by the Council, the Codes of Professional Practice for Social Care and National Vocational Standards.



To ensure that individuals, families and / or representatives are aware of the Council's complaints procedure.

To adhere to all financial and administrative procedures as required.

To ensure a safe environment at all times, in accordance with Health and Safety policies and risk assessment procedures.

To adhere to all divisional policies, guidelines and procedures.

To undertake all relevant training including (QCF) relevant Health and Social Care qualification at Level 3.

To participate in regular team meetings, supervision in line with the Council's requirements.

To maintain confidentiality in accordance with the terms laid out by the council and contained within the employment contract.

To carry out Health and Safety responsibilities in accordance with the divisions Health and Safety Responsibilities Document.

To undertake any other duties commensurate with the grade and as directed by the Line Manager or as a mutually agreed development opportunity.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>An understanding of the needs of people with mental ill health and/or adults with a learning disability</p> <p>Experience of using ICT packages.</p> <p>Welsh Language Level 1- All employees will be required to undertake a basic Welsh Language induction to reach this level.</p>	<p>Relevant training /qualification e.g Health and Social Care Qualification at Level 3</p> <p>Welsh Language to Level 2 - 5. For details on the levels please refer to the Welsh Language Skills Guidelines which can be found in the Welsh Services section of the RCT Council website.</p>
EXPERIENCE		<p>Relevant work experience preferably in a care setting</p> <p>Experience of supporting marginalised individuals and /or groups to secure positive outcomes.</p>
COMPETENCIES		
Working with partners	<p>Works to overcome conflicting viewpoints for the best interests of the service user.</p> <p>Actively identifies partners and community networks that can be used for the benefit of the service user.</p>	

Working with team members	<p>Recognises that all members of the team have different skills and experiences that can be drawn on.</p> <p>Is flexible and considerate in helping colleagues to achieve their goals.</p>
Communicating effectively	<p>Is able to deliver difficult messages sensitively.</p> <p>Produces clear, accurate and up to date reports and records.</p>
Looking after the service users best interests	<p>Listens to the views of the service user, and includes those involved with the service users, to define the best ways forward.</p> <p>Is able to analyse, summarise and record the information for/with the service user effectively taking into account potential barriers.</p>
Earning service users trust	<p>Respects service users' individuality, feelings and beliefs, their rights to privacy and to make choices.</p> <p>Is person centred and empathic in responding to individuals emotional and psychological well being.</p>
Working with change	<p>Makes changes and ideas a reality and helps to make them work.</p> <p>Is able to "sell" positive aspects of change to others.</p>
Achieving results	<p>Is able to work effectively when under pressure.</p> <p>Is flexible, can switch tasks/roles/priorities to deal with new demands, changes or new information.</p>
Encouraging Professional development	<p>Recognises that there is always room for self improvement. Is open to alternative methods of development, e.g. training, coaching, reading, mentoring, experiential learning.</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Ability to travel independently throughout the County Borough.</p> <p>Flexible working which may include evenings and weekends.</p>