**JOB DESCRIPTION**

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| JOB IDENTIFICATION | | |
| Job Title: | **Adults Residential Support Worker** | |
| Responsible To: | **Registered Home Manager** | |
| Department: | **Adult’s Residential** | |
| Salary range: | **£16,285 - £17,389** |

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| **JOB ROLE** |

To consistently provide the highest standard and quality of support to young adults with varying needs such as sensory, communication, behavioural, physical, emotional or health.

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| **KEY DUTIES** |

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| No | Description of Duties | Competence |
| 1 | Provide a safe, caring and consistent home life for each young person. |  |
| 2 | To empower and enable young people to achieve their individual goals and full potential and strive towards building confidence and independence. |  |
| 3 | To be a positive role model at all times. |  |
| 4 | To ensure the respect and dignity of young people is maintained at all times. |  |
| 5 | To ensure the delivery of appropriate care and support is given with sensitivity. |  |
| 6 | To promote equality and diversity. |  |
| 7 | To support and cooperate with the effective and efficient operation of the service. |  |
| 8 | Ensure all health and educational needs of the young people are met. |  |
| 9 | To encourage and develop the life skills necessary to support independence. |  |
| 10 | To plan and undertake relevant leisure activities with young people. |  |
| 11 | Undertake keyworker/co-keyworker responsibilities and duties where necessary. |  |
| 12 | To adhere to all relevant policies, procedures, legislative and reporting requirements. |  |
| 13 | To actively participate in continuing professional development. |  |

# Standard Clauses - all Job Descriptions

* To work in an internal and external customer related way in accordance with adopted procedures and good practice.
* To assist in / manage the identification, development and implementation of Manual

and Information Technology systems and procedures.

* To comply with the Company’s Equality & Diversity Policy, Code of Conduct, Staff

Handbook and other relevant policy, procedures and legislation.

* To comply with and / or ensure compliance with the Company Data Protection Policies and the Data Act and other relevant legislation.
* To comply with Company’s safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts. Employers must co-operate and comply with Management instructions regarding Health & Safety issues and report all accidents, incidents and problems as soon as practicable to their Supervisor, Manager or other senior members of staff available.

The responsibilities above cannot totally encompass or define all tasks which may be required of the post-holder. The outline responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

The Company works in a dynamic environment and inevitably the details of any job change with time. In consultation with the post holder, the job description will be revised and issued as necessary. The appraisal process in place in the Company will be a mechanism for instigating discussions and subsequent amendments to this document.

The post holder will undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the Company catchment areas.

PERSON SPECIFICATION

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| Job Title: Adults Residential Support Worker |

Candidates will be assessed for shortlist and interviewed against the following criteria.

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| Short listing criteria | | Essential | Desirable | How tested? |
|  |  |  |  |  |
| 1. Qualifications | | | | |
| 1.1 | NVQ Level 2 (or equivalent) or willing to work towards |  | ✓ | A |
| 1.2 | Level 2 or equivalent in literacy and numeracy | ✓ |  | A |
| 2. Experience | | | | |
| 2.1 | 2 Years relevant experience | ✓ |  | AF/IV |
| 2.2 | Experience of promoting Equality and Diversity |  | ✓ | AF/IV |
| 2.3 | Experience of operating within relevant frameworks or legislative requirements of the health and social care industry |  | ✓ |  |
| 3. Skills/Abilities | | | | |
| 3.1 | Demonstrate the ability to work as a team player or on own initiative | ✓ |  |  |
| 3.2 | Excellent communication and organisational skills | ✓ |  |  |
| 3.3 | Demonstrate patience, resilience and calmness | ✓ |  |  |
| 3.4 | Be IT proficient |  | ✓ |  |
| 3.5 | Have the ability to build effective relationships and build natural rapport | ✓ |  |  |
| 4. Qualities | | | | |
| 4.1 | Demonstrate resilience and confidence under pressure | ✓ |  | IV |
| 4.2 | |  | | --- | | Strong personal values associated to the care sector | | ✓ |  | IV |
| 4.3 | |  | | --- | | Strong commitment to equal opportunities and diversity | | ✓ |  | IV |
| 4.4 | Display energy and passion in the completion of duties | ✓ |  |  |
| 4.5 | Have a desire to make a positive difference to the lives of young people | ✓ |  |  |
| 4.6 | Be self-aware and demonstrate self confidence |  | ✓ |  |
| **5. Other requirements** | | | | |
| 5.1 | Flexibility to work shift patterns, cover for absence, undertake sleep in duties, activities | ✓ |  |  |
| 5.2 | Enhanced DBS Disclosure | ✓ |  |  |
| 6. Upholds Company Values | | | | |
| 6.1 | **Care** – Passionate and compassionate about people and providing best quality of care. Acts with positive intent having regard for impact of decisions and actions on individuals. Is able to distinguish between the individual and their behaviour and manages situations accordingly | X |  | A/I |
| 6.2 | **Trust –**Can be relied upon to make sound decisions for their service and team. Shows confidence in others to deliver positive outcomes/results to the best of their ability | X |  | A/I |
| 6.3 | **Respect** – Value others ideas and contribution, treating people as individuals and values diversity and equality | X |  | A/I |
| 6.4 | **Progress** – Strives to continue improvement in all areas and responds positively to change | X |  | A/I |

Key for Assessment Method: A: Application form I: Interview T: Test