

<b>Department:</b>	Health & Social Services	<b>Section:</b>	Social Services Team
<b>Job Title</b>	Adult Support Worker	<b>Reports to:</b>	Jersey House Team Leader
<b>Grade:</b>	F	<b>Job Code:</b>	TBC
<b>Job Purpose</b>			
To provide support to a service user in the community and in their own home.			
<b>Main Accountabilities</b>			
<p><b>Supporting the Service User</b></p> <ul style="list-style-type: none"> <li>• Be responsible for promoting and safeguarding the physical and emotional well-being of the service user and maintain a positive and professional relationship with the service user, and their family where necessary.</li> <li>• Ensure that service user's home environment is conducive to their needs so that optimal independence is achieved.</li> <li>• Assist in the provision of a safe and homely environment both individually and as part of a team, to help the service user achieve their potential by strengthening areas of weakness and developing areas of strength. This will entail the ability to work within Equal opportunities and Quality assurance framework.</li> <li>• Support the service user during work placements or activities in the community and at home.</li> <li>• Integrate cooking, shopping etc, into life skills programs with the service user and support them with other basic key skills as necessary.</li> <li>• Participate in the organisation of activities and trips for the service user if required.</li> <li>• Assist in developing self-help, social, life and independence skills as directed by the care and support plan. This may include assisting in ensuring the best use of resources, including money.</li> <li>• Assist in the administration of medicine if required.</li> <li>• Act as a positive role model and develop a therapeutic relationship with the service user and act as their advocate in all aspects of care both within and outside the service.</li> </ul>			

<b>Job Title</b>	Adult Support Worker
<b>MAIN ACCOUNTABILITIES CONTINUED</b>	
<p><b>Working with internal and external stakeholders</b></p> <ul style="list-style-type: none"> <li>• Work closely with the multi-disciplinary team and participate in formal supervision, and work within care and support plan guidelines, including planning in conjunction with other professional staff.</li> <li>• Liaise and meet with other relevant agencies and professionals, attend meetings and conferences as appropriate, ensuring that written records are kept.</li> <li>• Liaise with Jersey house and Support Living Service managers, Residential Care Workers (Bank), Social Workers, Health, Education, Police, other professionals and families as required.</li> <li>• Participate in the facilitation of good relationships with the local community.</li> </ul> <p><b>Health, Safety and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Consistently act in a way that supports the service users best interests and meets their needs safely.</li> <li>• Ensure an appropriate duty of care, immediately reporting (through agreed and appropriate channels) any concerns which may indicate their safety or well-being is being compromised within the service, their home or elsewhere. This may include safeguarding matters, (which must be dealt with strictly according to policy).</li> <li>• Maintain good practice with regard to health awareness and work within Health and Safety Policies and Procedures.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Ensure living spaces are kept clean and tidy at all times.</li> <li>• Undertake a “decision maker role” for the use of support services such as on call.</li> <li>• Maintain awareness of, and abide by, relevant legislation and procedures.</li> <li>• Provide accurate records of activities, strategies, progress and problems encountered, and time sheets as appropriate.</li> <li>• Act in a way that consistently promotes and enhances the professional reputation of the service and Falkland Islands Government.</li> </ul>	

<b>Job Title</b>	Adult Support Worker
<b>MAIN ACCOUNTABILITIES CONTINUED</b>	
<p><b>Training and Development</b></p> <ul style="list-style-type: none"> <li>• Attend appropriate training opportunities as required to ensure that skills are kept up to date.</li> <li>• Maintain a commitment to meeting own training needs and participate in training programs as directed.</li> <li>• Attend supervision (both individual and group) as directed.</li> </ul> <p><b>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</b></p>	
<b>Additional Information</b>	
<p>The post holder will be part of the Social Services team who provide care services for young people and vulnerable adults in the community and who actively promote the rights of young people and vulnerable adults as individuals and provide them with quality care in accordance with the policies and procedures.</p> <p>The duties may involve working either in a residential setting, in the community or in the person's own home.</p> <p>The post holder will also be required to work in a way which contributes to the health, safety, welfare and well-being of the service user and they must act on, and report, any potential dangers within the service.</p> <p>The post holder will additionally be expected to promote a healthy lifestyle for the service user in line with the Services expectations.</p> <p>The post holder is required to adhere at all times to strict confidentiality requirements in line with the services requirements for such roles.</p> <p>This is a temporary position of up to 12 months, after which it will be reviewed.</p> <p>The hours of work for the role will be flexible as they will be dependent on the service user's needs. In light of this, there will be a requirement to participate in an out of hours/on call roster on a regular basis.</p>	

## **Criminal Record Checks: (This post is regarded as a sensitive post)**

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.

Person Specification:		Adult Support Worker		
Criteria		Essential	Desirable	Assessment Method
Qualifications & Training				
NVQ Level 3 (or equivalent) in Social Care or ability to demonstrate relevant experience in a similar role operating to this level of complexity and competency		✓		A/I/R
Good level of literacy and numeracy skills, demonstrated by A*-C grades in GCSE English and Mathematics (or equivalent).		✓		A
Full Manual Driving License		✓		A
A valid First Aid Certificate, (Training is available for those who do not hold such a qualification)			✓	A/I
In date relevant safeguarding certification for vulnerable adults/children (Training is available for those who do not hold such a qualification)			✓	A/I
Knowledge, Skills and Experience				
Significant experience of working with children and/or adults and/or older people in either formal or informal settings		✓		A/I/R
Evidence of the awareness and understanding of the needs of service users with specific needs		✓		A/I/R
Excellent interpersonal skills		✓		I/R
Ability to work in a professional manner		✓		I/R
Competent in the use of ICT packages such as Excel, Outlook and Word		✓		A/I/R
Good communication skills, both verbal and written and the ability to communicate effectively with adults with specific needs		✓		A/I/R
Ability to prioritise workloads and manage time effectively		✓		I/R
Good report writing skills and proven ability to manage the administrative requirements of the job		✓		A/I/R
Experience of supporting the learning of adults with disabilities			✓	A/I/R
Trained in De-escalation and approved restraint techniques			✓	A/I
Experience of inter-agency, partnership and multi-disciplinary working			✓	A/I

Person Specification:	Adult Support Worker		
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes:</b>			
Ability to work effectively within a team	✓		I/R
Understands and adheres to need for confidentiality	✓		I/R
Remains calm in high pressure situations	✓		I/R
Organised approach to work	✓		I/R
Adaptable approach, with a friendly, co-operative attitude	✓		I/R
Aligns with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		I/R
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

## Method of assessment:

A - Application Form

I - Selection Interview

R – Reference