

Job Profile

Post:	Lead Support Worker
Location:	Service based – initial location as stated in your contract
Hours:	37.5 hours per week
Accountable to:	Locality Manager
Ranking:	Rank 6
DBS status:	This role requires an enhanced DBS disclosure with appropriate barred list checks

Job Purpose:

- **Provide excellent day to day support to individuals with exceptionally complex needs with the aim of enabling them to transition into supported living settings.**
- **Respect people's preferences and choices, and enable their fullest participation in the life of their community as valued individual citizens**

Lead Responsibilities

In addition to providing excellent general support each post-holder will be assigned area/s of lead responsibility and will provide backup cover to other leads as needed. Lead responsibilities will vary from service to service and the current leads are set out in the **service specific profile**.

The lead for each area will be responsible for

- liaising with external professionals, participating in meetings and devising support plans and risk assessments relating to this area of practice.
- communicating this specialist knowledge to colleagues
- liaising with other leads to produce a coherent and integrated package of support
- liaising with family members

- providing debrief support to colleagues

Main Duties:

These are the things you will do:

- All of your actions will demonstrate your respect for the rights of the people you support, and for their decisions and choices.
- You will offer guidance and advice to people where it is in their best interest.
- You will take steps to find out each person's preferred method of communication, listening to them and encouraging their communication.
- You will provide physical care and assistance in accordance with people's agreed care plans, respecting their preferences and taking steps to preserve their dignity.
- You will support people to achieve their personal outcomes.
- You will coach people to develop new skills and recognise and use their talents.
- You will help people to generate solutions to the problems they face, assisting them to find and use relevant information.
- You will support people to maintain important relationships, which may require you to intervene to help resolve conflicts.
- You will connect people you support with others with whom they have shared interests and ideas.
- You will encourage people to value work, supporting them to find and maintain employment.
- You will promote people's individuality, where necessary advocating on their behalf.
- You will encourage and support people to exercise all of their rights, responsibilities and obligations as citizens.
- You will take appropriate action to ensure that people you support are safeguarded from abuse.
- You will assist people to access services and agencies necessary for their well being.

- You will adventure with people, encouraging and assisting them to overcome barriers and try new things in a safe and supportive environment.
- You will act in a professional manner, keeping good records, communicating effectively and sharing information as appropriate.
- You will devote the whole of your working time, attention and abilities to the people you are employed to support.
- You will be an effective team member, co-operating with colleagues and other people in the best interest of the people you are employed to support.
- You will understand and comply with the standards that you are required to work to and you will endeavour to exceed them.
- You will dress and behave appropriately for the support role you are undertaking.

The ability to drive and willingness to use your own transport on Trust business is desirable, and may be essential for some services. Please refer to the service specific skills profile. You will be paid a mileage rate for journeys undertaken.

Safeguarding:

All employees have a duty to take appropriate and immediate action to:

- ensure people with learning disabilities are safeguarded from abuse and to
- report any instances of alleged abuse which you witness or become aware of.

Confidentiality and Data Protection:

All staff are required to comply with our policies regarding confidentiality and data protection.

Diversity:

Brandon Trust is committed to its diversity policy and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

Health and Safety:

The Health and Safety at Work Act 1974 placed a legal duty on employees to:

- Take reasonable care of themselves and others who may be affected by their acts or omissions.
- To co-operate with their employer.

The Management of Health and Safety Regulations 1999 increased these duties to include:

- To use equipment and materials in accordance with instruction and training provided by the employer.
- To report serious dangers or potential risks observed to the employer.

Failure to do these four things is an offence in law for which individuals can be fined and, may lead to disciplinary action within the Trust.

The Management of Health and Safety Regulations also require employees to be 'competent' when carrying out the tasks required by the employer. If you do not feel competent to carry out any task required of you, please discuss this with your line manager, the Learning and Development Manager or the Health and Safety Manager.

General

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken. It will vary from time to time in the light of changing demands and priorities of the Brandon Trust. Major changes in the range of work undertaken will only be carried out after consultation with the job holder.

October 2015

COMPETENCY LEVELS

Communication	Level 3
Achievement/Results Orientation	Level 2
Customer Focus	Level 2
Teamwork	Level 2
Leadership	Level 2
Planning & Organising	Level 1
Commercial & Business Awareness	Level 1
IT skills	Level 1

Brandon Values and Behaviours

Our values are:



Recognise
Everyone is valued

- listen
- make things clear
- be responsive

The graphic features a person in a green shirt holding a gold trophy. The word 'Recognise' is written in a white arc at the top. The phrase 'Everyone is valued' is written in a white arc at the bottom. Three green horizontal bars extend to the right, each containing one of the listed behaviours.



Involve
Nothing about me without me

- make time
- be collaborative
- provide choice

The graphic shows two people, one with red hair and one with black hair, shaking hands. The word 'Involve' is written in a white arc at the top. The phrase 'Nothing about me without me' is written in a white arc at the bottom. Three orange horizontal bars extend to the right, each containing one of the listed behaviours.



Equip
I have what I need to succeed

- be prepared
- provide access
- be consistent

The graphic depicts a person with blonde hair holding a key. The word 'Equip' is written in a white arc at the top. The phrase 'I have what I need to succeed' is written in a white arc at the bottom. Three dark blue horizontal bars extend to the right, each containing one of the listed behaviours.



Challenge
I find a way

- take positive risk
- be adaptable
- be accountable

The graphic shows a person with dark hair pointing upwards. A speech bubble next to them says 'YOU'VE GOT THIS!'. The word 'Challenge' is written in a white arc at the top. The phrase 'I find a way' is written in a white arc at the bottom. Three pink horizontal bars extend to the right, each containing one of the listed behaviours.



Support
I learn and grow

- build confidence
- advocate for others
- foster community

The graphic illustrates two people, one with dark hair and one with blonde hair and glasses, looking at a laptop. The word 'Support' is written in a white arc at the top. The phrase 'I learn and grow' is written in a white arc at the bottom. Three purple horizontal bars extend to the right, each containing one of the listed behaviours.

PERSON SPECIFICATION:

Job title Lead Support Worker

ESSENTIAL	DESIRABLE
Qualifications	
<p>Diploma in health and social care (level 2) or equivalent</p> <p>Maths (entry level 3) and English (level 1) OR be able to demonstrate competence at this level through assessment.</p> <p>Driving licence and own car The ability to drive and willingness to use your own transport on Trust business is desirable, and may be essential for some services. Please check the Service Specific Skills Profile for details of the requirements of a service. You will be paid a mileage rate for business journeys undertaken.</p>	<p>Diploma in health and social care Level 3 or equivalent</p> <p>Other qualifications relevant to the needs of the people being supported in this service (see service specific profile)</p>
Experience	
<ul style="list-style-type: none"> • Minimum of 2 years experience of supporting people with learning disabilities, including supporting people with challenging behaviour and mental health needs • Experience of working with multi-disciplinary teams 	<ul style="list-style-type: none"> • Further experience relevant to the needs of the people being supported in this service (see service specific profile)
Skills	
<ul style="list-style-type: none"> • Well developed specialist knowledge – able to undertake lead responsibilities relevant to this service • Able to communicate sensitively and confidently with colleagues, external professionals and family members 	
Personal Attributes	
<ul style="list-style-type: none"> • Innovative problem solver • Flexible attitude • Open to challenge • Willing to try new activities • Encouraging • Adaptable • Flexible with regards to working patterns and locations • Self aware • Considerate • Calm under pressure • Resilient 	