

**Reporting To:** Home Manager

**Grade:** D

**JD ID:** 3

**Reporting Employees:** None

## **Main Purpose**

To be responsible to the Nurse in charge for providing and maintaining a homely atmosphere, supportive at all times to the philosophy of the Home and ensuring relationships with the residents are warm, caring and conducive to a learning environment.

To ensure that the rights and dignity of all individuals are respected and that they enjoy a quality of life as normal and as full as possible in accordance with the aims and principles of Martha Trust.

## **Duties**

- 1 Carry out procedures and duties as reasonably required by the Nurse in charge and in accordance with Home Policies and Procedures.
- 2 Attend to residents' physical needs, bearing in mind the necessity to encourage as high a degree of independence as possible.
- 3 Ensure that residents achieve a full social, recreational and skills training programme in accordance with their individual life plans.
- 4 Bring to the attention of the Nurse in charge any malfunction of services or equipment or any inadequacy liable to be detrimental to the health and safety of residents or others.
- 5 Observe residents during their various activities and at rest, and report to the Nurse in charge any unusual or untoward behaviour or incidents.
- 6 Assist, encourage and liaise with relatives, friends, visitors and voluntary workers under the supervision of Nurse in charge.
- 7 Where appropriate and under the supervision of the Named Nurse, act as Keyworker or Key Support Team member to ensure that individual life Plans are implemented and maintained to enhance the quality of life of each resident.
- 8 Attend and participate in multidisciplinary reviews of individual residents as directed by the Nurse.
- 9 Encourage residents' involvement in planning menus, identifying likes/dislikes and any special nutritional needs.
- 10 Ensure a high standard of dress for the residents and ensure that their clothing is appropriate to weather conditions and age. Participate with residents in choosing and purchasing personal clothing and the laundering and safe keeping of same.
- 11 Ensure the safe keeping of residents' personal belongings, maintain up to date property record and report loss or damage to the Nurse in charge.
- 12 Accompany residents attending functions outside the Home and on holidays and outings.
- 13 Introduce new members of staff to their duties as directed by the Nurse in charge.
- 14 Ensure that any monies issued to or handled in the course of their duties are correctly accounted for, and report any discrepancies to the Nurse in charge.
- 15 Promote good working relationships and communication within the staff team and with external agencies. Report to the Nurse in charge any issues which may prove detrimental to the working environment or individual relationships.
- 16 Undertake any other reasonable duties as directed by the Nurse in charge/Home Manager.

# Supportworker

---

## Person Specification

- \* Good interpersonal skills and the ability to work effectively as part of a team
- \* Respect for the Christian ethos of the Trust
- \* Ability to plan and manage time effectively
- \* Flexibility over precise working hours and outside events from time to time
- \* Willingness to study for care NVQ/other relevant qualifications