

Support Assistant

Reporting To: Senior Nurse **Grade:** A **JD ID:**

Supervises: None

Main Purpose

- To support the care teams in their responsibility 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.
- To assist the Support Worker teams in the provision of care, ensuring the values of Martha Trust are kept at all times

Duties

1. Carry out procedures and duties as reasonably required by the Nurse in charge and in accordance with Home Policies and Procedures.
2. Assist with attending to residents' physical needs, bearing in mind the necessity to encourage as high a degree of independence as possible.
 - a. Act as the second person only in assisting with personal care for same sex residents
 - b. Act as the second person only in assisting with manual handling procedures
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, or Senior Support Worker (SSW) 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 or Senior Support Worker (SSW) 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. Encourage residents' involvement in planning menus, identifying likes/dislikes and any special nutritional needs.
8. 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.
9. Ensure the safe keeping of residents' personal belongings by reporting loss or damage to the Nurse in charge.
10. Accompany residents attending functions and outings outside the home.
11. Introduce new members of staff to their duties as directed by the Nurse in charge.
12. 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.
13. Promote good working relationships and communication within the staff team and with external agencies. Report to the Nurse in charge or Senior Support Worker (SSW) any issues which may prove detrimental to the working environment or individual relationships.
14. Undertake any other reasonable duties as directed by the Nurse in charge/Home Manager

WORKING RELATIONSHIPS AND CONTACTS

Internal:

Home Manager, Deputy Home Manager, Nurse, Senior Support Worker.

External:

Client's Family, GP, Learning Disability Team.

CHRISTIAN ETHOS AND VALUES

The post holder must carry out all duties in a manner which is consistent with Martha Trust policies, procedures and practices, and to maintain at all times the Christian ethos and values of the organisation, ensuring, as far as possible, that all activities within the work setting are consistent with those values.

HEALTH AND SAFETY

The post holder must be familiar with Martha Trust Health & Safety policies and guidelines as well as their legal responsibilities. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety, and that of others affected by their work.

INFECTION CONTROL

To ensure full compliance with infection prevention and control policies and procedures; through assuming responsibility for your own infection prevention and control practices and reporting potential risks and / or poor practice to the Infection Prevention and Control Link or the Head of Care Services.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Enrolled in college on a Health and Social Care Course and actively working towards this qualification.	
Knowledge		<ul style="list-style-type: none">• Some understanding of Client group
Experience	<ul style="list-style-type: none">• Ability to relate respectfully to people with profound disabilities	
Technical	<ul style="list-style-type: none">• Willing to learn how to use PCS system	<ul style="list-style-type: none">• Good working knowledge of Microsoft Word• Basic understanding of CQC requirements
Work-based Skills	<ul style="list-style-type: none">• Good communication and interpersonal skills• Ability to work effectively as part of a team• Be patient, diplomatic and sensitive	
General Skills/Attributes	<ul style="list-style-type: none">• Cheerful 'can do' attitude• Flexible approach to working hours• Caring attitude	

This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder duties.

Signed by Employee

Date

Signed by Manager

Date

Signed by Human Resources

Date