**Job Description**

**Job Title:** Support Worker

**Main Purpose of Job:**

To develop and prepare service users to become independent in all aspects of the lives.

**Department:** Supported Accommodation

**Reports to:** The support worker will report to the Manger(s) and/or Managing Director(s)

**Responsible for:** The safety and wellness of service users and the environment in which they reside in.

**Job Purpose:**

TLC Team provides semi-independent supported accommodation for care leavers and young adults 16+. We provide personalised outcome-based support to enable individuals with enhanced care and support needs to live safely, happily and independently.

Young people we support are at the heart of everything we do. Your role will involve supporting service users to live their lives to their maximum potential in a way that they want to. This will be a varied and diverse role that will involve supporting service users with a broad variety of daily activities, independent living skills and routines important to their respective wellbeing.

We are looking for individuals who can make a real difference to the young people we support. Some of the service users we support will at times display complex or difficult to understand behaviours that will require a degree of understanding to determine how best to respond. We will provide you with a comprehensive induction, training and support to build the right skills and experience to feel equipped to respond positively in these situations.

Our aim is to understand young people’s different viewpoints of the world around them and mold our approach to their needs. You will have the benefit of seeing the progress young people make when supported in the right way, in the right home environment.

**Responsibilities and Duties**

* To advise the Manager (or Directors in absence of the Manager) of any significant risk to an individual as soon as reasonably practical.
* Safeguarding and promoting the welfare of children and young people/vulnerable adults.
* Will act on own initiative for day to day issues but must inform Manager (or Directors) of any matter s/he considers serious.
* To maintain regular communication with work colleagues to ensure a smooth hand-over at the start and end of a shift.
* To meet other members of the staff team regularly to exchange information and give support.
* To meet Manager for regular supervision sessions, as agreed.
* In the event of a serious incident or accident, to contact appropriate outside agency, such as GP, hospital, fire brigade or police, as well as Manager (or Directors).

**Administration**

* To complete all records required.
* To carry out written risk assessments in line with TLC guidelines with individuals for specific situations.
* To write and submit an accident report in line with TLC guidelines.  To submit to the Manager within 24 hours of any incident/accident involving an individual.

**Generally**

* A flexible approach to working patterns and duties, as responsibilities will vary.
* To undertake learning opportunities relevant to the job.
* To travel between the property and other locations, such as outside agencies (YOT, CAMH’s, Connexions).
* Carry out basic administration at home (for example making telephone calls related to work – the cost of these calls will be reimbursed by TLC).
* To maintain the confidentiality of all information concerning individuals.
* To have a duty to adhere to TLC health and safety policies, standards and guidelines at all times.
* To undertake any such other duties as are required and are appropriate to the job when time permits.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand the obligations of the role and agree to conduct the role in line with the requirements stated within this job description.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_