



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Community Support Worker – Day Opportunities

Grade: 2

Directorate: Adults & Health

Department: Community Care Services

Responsible to: Community Care Services Coordinator

Purpose of the Job:

To support adults with learning disabilities to participate in a range of activities using both service based and community resources as appropriate.

To use person centered approaches to enable people to make their own choices and have control over the support they receive to access community, education, and employment opportunities.

To promote social inclusion and contribute towards service development to meet individual and service outcomes.

Main Responsibilities

1. To support the development of person centered plans, ensuring people have meaningful and achievable outcomes that meet aspirations as well as needs
2. To promote independence by supporting people to make their own choices and decisions.
3. To support individuals with their personal care ensuring all tasks are carried out with respect for privacy and dignity and in line with needs, wishes and preferences as defined in the support plan.
4. To safeguard and promote the welfare of people in Rutland through the embedding of safeguarding processes and practice
5. To promote healthy life styles for individuals, liaising with other professionals and agencies as appropriate.
6. To undertake specific health related tasks and implement plans of support developed by members of the multi-disciplinary team following training.



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7. To administer medication in line with agreed policy and individual support plans following training.
8. To adhere to safe moving and handling procedures in line with individual support plans following training.
9. To support service user involvement in service development and delivery.
10. To support individuals/groups to attend local and regional events which promote key themes of interest to adults with learning disabilities
11. To support individuals to access employment opportunities
12. To support individuals to access educational opportunities
13. To support individuals to develop and maintain social networks and friendships.
14. To support individuals to manage their own money and to keep a record of expenditure in accordance with RCC and Day Opportunities Policy
15. To assist and be involved, as necessary and directed, in transport arrangements for the service, including driving the community support service vehicles
16. To maintain records according to departmental procedures.
17. To participate in supervision and the corporate appraisal programme.
18. To attend regular team meetings.
19. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
20. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
NVQ 2/QCF in social Care or willingness and ability to achieve within agreed timescale	A/I

Desirable	Method of Assessment *
Dementia Training	A/I
Awareness and understanding of Physical and Multiple learning disabilities.	A/I

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Knowledge of Person Centered Planning, Health Action Plans, SALT Plans, End of Life Plans and Communication Passports	A/I
Previous experience in a similar role	A/I
Knowledge of Safeguarding principles	A/I

Desirable	Method of Assessment *
Experience of community development work	A/I

SKILLS

Essential	Method of Assessment *
Ability to liaise with other agencies, organizations, clients and their carers	A/I



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Motivated and committed	A/I
Able to work on own initiative and as part of a team	A/I
Tolerant and diplomatic	A/I
Adaptable and flexible	A/I
Positive attitude to disability and an understanding of the purpose of advocacy	A/I
Appreciation of a multi-agency approach	A/I
Able to manage time effectively and prioritise action	A/I
Ability to demonstrate practical interpersonal skills	A/I
Ability to receive and communicate information verbally and in writing	A/I
Able to work with confidentiality, sensitivity and diplomacy	A/I

Desirable	Method of Assessment *
Proactive approach	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I



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Willingness and ability to visit other sites as and when required.	A/I
Physically fit, able to undertake practical tasks including assistance with personal care	A/I
Current full driving license	A/I

* **A = Application Form** **D = Documentary evidence** **I = Interview** **T = Test**

STRUCTURE

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
19.12.2023	No – new template only	H. Sewell – HR Adviser