

ABC Supported Living & CIL Supported Living Project Background Information

ABC and CIL supported living are Quarriers housing support services based in Greenock, Inverclyde. Both services are over seen by the same Management Team, comprising of a Project Manager, 3 Team Leaders and 2 admin staff. The Management Team oversee a Team of Support Staff who are primarily allocated to one of the support services but can when required work across both services.

We provide housing support to individuals with various levels of learning and physical disabilities, to maintain their own tenancies, providing different levels of support, from a few hrs a day to 24hrs a day. We will also provide sleepover support where required as part of a person's individual assessed care package.

We take a person-centred approach to support planning to ensure that the people we support are involved in the choices that matter to them. We encourage everyone we support to participate and be involved in their life choices, being a part of their local communities and to focus on the goals and achievements that are important to them, so that their life's are meaningful and enriched by value-based support.

The support plans we provide ensure that the individual is at the centre of their support, and that their support wishes and needs are captured to ensure that our support is quality based. As well as valuing choice and a person-centred approach, we will ensure that health and individual safety is paramount for all.

Our personalised support aims to promote independence and develop the skills of the people we support, so that each person can achieve, as well as retain their own level of autonomy, within their home, their community.

The support we provide recognises the individual, their families and their relationships, both personal and professional, which we will help facilitate, as well maintain for the health and wellbeing of the individual.



Job Role Profile

	Job Title:	Support Worker
	Department:	Adult Services, ABC supported living
	Direct Supervisor:	Team Leader, Depute Project Manager or Project Manager

1	<p>Job Purpose:</p> <p>To assist in the provision of individualised support to adults with a wide range of disabilities, either on an individual 1:1 basis or alongside others and as part of a team. Support is delivered in people's own homes, in group living settings or within the community, under the guidance and direction of the local management team.</p>
2	<p>Dimensions: i.e. budget, no of staff, areas of work etc.</p> <p>Financial:</p> <ul style="list-style-type: none"> To ensure that financial checks and transactions involving either the money of People We Support or service funds (e.g. petty cash) are carried out in line with Quarriers' policies and procedures <p>Staff:</p> <ul style="list-style-type: none"> To act as a mentor to new workers, students and volunteers as required <p>Other:</p> <ul style="list-style-type: none"> To work across different establishments as required in order to meet the needs of the people we support To work on a rota basis providing day, evening, sleepover and weekend cover as required To ensure the safe storage, recording and administration of medication as required To exercise due care in using equipments (e.g. hoists, computers) and vehicles, whether they belong to the People We Support or Quarriers, to carry out required duties
3	<p>Key Objectives and Accountabilities:</p> <ul style="list-style-type: none"> To assist in the promotion of physical & emotional wellbeing and general health of the People We Support building on their feelings of security, responsibility and worth To contribute to the planning, reporting and reviewing of the individual's person-centred, outcome-based support plan, completing accurate daily recordings & summaries as required To provide the appropriate levels of practical support required at home and within the community, including undertaking household duties, managing their finances and administering medication where required To support the formation of appropriate relationships with 'non-paid' people to enable the person supported to sustain and build their own social circle and support network

	<ul style="list-style-type: none"> • To participate alongside the people supported in social, leisure, learning and work activities as appropriate e.g. attending college, swimming, going on holiday, as well as supporting them with attending places of worship and contributing to their local community • To participate in teamwork, developing professional relationships with the staff team and with significant others, such as the person's family, advocates, social work and health professionals and Quarriers functional support departments to benefit the overall support provided to the individual • To represent the People We Support and Quarriers at appointments and reviews with medical practitioners, social workers, families and other agencies as required • To act as a key worker to designated people supported in the service • To act as lead person on shift as required • To uphold the values and principles of Quarriers and to work at all times within the organisation's professional and administrative policies and practice guidelines
4	<p>Key Performance Outcomes and Measures:</p> <ul style="list-style-type: none"> • Positive feedback from the People We Support and their significant others (e.g. family members, guardians, advocates, social work and health professionals) in relation to the support provided • Quarriers organisational and local protocols are followed and recording is complete e.g. risk assessments, health and safety checks, daily logs, medication sheets etc. • Demonstrable evidence of commitment to personal and professional development, including active participation in supervision sessions, team meetings & learning activities (online and face-to-face) • Contribution to the maintenance and improvement of service and organisational quality and reputation including Care Inspectorate grades • Compliance with both internal policies and procedures (including Quarriers Code of Professional Conduct) and standards set out by external bodies and agencies (e.g. Scottish Social Care Council, National Care Standards)
5	<p>Knowledge, Skills and Experience necessary for the role:</p> <ul style="list-style-type: none"> • Capacity and desire to achieve appropriate registration with the Scottish Social Services Council, and meet qualification conditions within appropriate timescales • Previous personal or work experience in a supportive role, preferably with adults with learning and/or physical disabilities or brain injury • Strong positive values particularly in relation to equality and diversity • Good interpersonal skills, ability to interact with people from all walks of life • Effective communication skills: verbal, non-verbal, written & IT skills • Resourceful with initiative whilst also able to consult others appropriately • Ability to work as part of a team, either working alongside others or remotely as appropriate • Accountable and committed to high personal work standards • Ability to put learning into practice and prepared to take on new challenges • Ability to be flexible to help to meet the need of the people supported in the service

6	<p>Key Relationships:</p> <ul style="list-style-type: none"> • People We Support and their significant others (e.g. families, friends, housemates, neighbours, advocates etc) • Line Managers (i.e. Team Leader, Depute Project Manager or Project Manager) • Co-workers (e.g. Support Workers, Relief Support Workers, Service Administrators etc) • External organisations (e.g. Social Work, health, education etc) • Personnel from support departments, including Health, Safety and Wellbeing, Human Resources, Learning & Development.