

PURPOSE:

To contribute towards X leading a fulfilling life based on assessed needs by providing companionship, physical, emotional, and mental support to X.

To enable X to participate in every aspect of life and empower her to achieve her full potential.

MAIN DUTIES:

- To empower X to communicate in every aspect of life using her natural voice and through the use of augmentative and alternative communication strategies (sign, gesture, body language, facial expression, props, communication device(s)). Including translating X's speech for others and lip speaking.
- To perform personal care tasks as outlined in X's Care Plan.
- To provide companionship to X.
- To provide administrative support to X.
- To care for the health of X and develop an understanding of the health and social care needs of X.
- To provide emotional and mental well-being support to X.
- To provide assistance with rehabilitation, therapy and sporting activities designed to improve X's physical and cognitive functions.
- To facilitate X to maintain existing skills and develop new ones.
- To enable and support X to access facilities in the community and facilitate her mobility.
- To promote X's personal interests, hobbies, and skills.
- To enable and support X to be as independent as possible.
- To make and maintain effective working relationships with X and her family.
- To co-operate with others in enabling X to follow the Care Plan to best effect.
- To adhere to all policies and procedures and ensure that other team members adhere to such policies and procedures.
- To inform the X or PARENT of any concerns in relation to practice.

GENERAL RESPONSIBILITIES

- To promote a consistent positive image and behave in an appropriate professional manner at all times
- To be accountable for your practice and take responsibility for maintaining and improving knowledge and skills
- To work in an open way with trust, honesty and flexibility being the qualities that shine through thus promoting trust and confidence in the service from X, her family, community, and other involved professionals.
- To protect and respect the rights of X.
- To complete records clearly and accurately as agreed and to share such records openly with X.
- To liaise with other colleagues and professionals as agreed within the support plan
- To ensure detailed knowledge of and compliance with X's policies and procedures, including Adult Protection Procedures
- To maintain a high level of confidentiality in relation to X and matters relating the family and support team.

TRAINING AND DEVELOPMENT

- To attend and participate in all training as required by X.
- To ensure that full use is made of consultation and supervision to ensure that skills, knowledge, and experiences are gained in order to provide the highest quality of support to X.
- To regularly update knowledge of X's policies and procedures
- To be responsible for identifying and alerting X, team senior or family, to training or support needs as required

EQUAL OPPORTUNITIES

- To promote a policy of equal opportunity, recognising that discrimination is unacceptable.
- To ensure that X and her visitors are not subject to unlawful or unfair discrimination on any ground. This may include reference to gender, marital status, sexual orientation, race, ethnicity, nationality, religion, age, health, or disability.

HEALTH AND SAFETY

All team members have a statutory duty to observe all health and safety rules and take all reasonable care to promote health and safety at work. All staff are responsible for the Health, Safety and Welfare of X, colleagues, and visitors to their working area. Each member of staff must be able to demonstrate that they can identify, report, and act in regard to any risk or hazard through the appropriate procedures.

Staff are required to identify any significant changes in their personal health that may prevent them from carrying out the full responsibilities of their role.

	Essential	Desirable	Method of assessment
QUALIFICATIONS	<ul style="list-style-type: none"> • Full UK Driving License 	<ul style="list-style-type: none"> • Post-grad studies • NVQ Level 2 in Care or equivalent • First Aid • Health and Safety • Safeguarding Adults • Assessment of Need • Risk Assessment 	<p>Application Form Production of evidence Knowledge within Interview</p>
EXPERIENCE	<ul style="list-style-type: none"> • Experience of providing companionship 	<ul style="list-style-type: none"> • Experience of complex care • Experience of meeting health needs • Experience delivering ADMIN support. 	<p>Application Form and Interview</p>
BEHAVIOURS	<ul style="list-style-type: none"> • Available for work with flexible hours • Able to communicate sensitively and effectively • To provide emotional support to X. • Sensitive to and awareness of individual needs • Pleasant manner, friendly, approachable, and smart appearance • Available to work overnight, weekends and bank holidays • Commitment to personal development 		<p>Application Form, Interview and Reference</p>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Enthusiasm and positive attitude towards supporting people • Able to display empathy and warmth • Able to work as a team member • Able to communicate in an effective and appropriate manner (written, action and verbal) • Able to handle difficult situations with minimum 		<p>Application Form, Interview and Reference</p>

	<p>supervision</p> <ul style="list-style-type: none"> • Administration skills • Able to advise and facilitate others in tasks • Able to cope with pressure • Able to cope with change • To be physically active and hands on with supporting X in everyday situations. 		
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Basic understanding of Health and Safety issues • Able to understand and adhere to policies, procedures and systems • Able to use a wide range of IT equipment on a daily basis. 		Application Form and Interview
OTHERS	<ul style="list-style-type: none"> • Motivated and creative with ability to initiate • Able to act confidentially on all matters • Able to understand and cope with emergency situations • Able to contribute to the reflection, supervision, and appraisal process 		Interview and Reference