

**Service: Willow**

**Regulator: Care Inspectorate Wales**

**Job Title: Assistant Support Worker**

**Reports to: Registered Manager**

**Desirable: Car driver, vehicle owner, business insurance**

**Essential: Registration with Social Care Wales**

**Hours of work:** **Working a rota with days / mornings / afternoons / wake over nights patterns available**

**Key responsibilities**

* Develop positive and professional relationships with clients, colleagues and stakeholders.
* Provide service with practical cover that is a consistent experience for clients.
* Work with clients to complete actions and goals in support plans. This includes assisting clients with medication and PRN.
* Collaborate with colleagues and stakeholders from other agencies to ensure clients are receiving the right package of support. This includes care managers and CPNs.
* Encourage and support clients with all practical aspects of maintaining a finding and moving into their own home.
* Achieve a sound understanding of health & safety, safeguarding and GDPR.
* Contribute to an effective team approach in meeting service requirements and competing demands.
* Use a tool kit of resources, interventions and person-centred approaches e.g. solution focus, trauma-informed, reflective practice.
* Progress to undertake support worker duties including case work.

**Key performance indicators**

1. Sign up to Goleudy values and expected standards of behaviours as set out in Code of Conduct.
2. Adhere to Social Care Wales Code of Practice for Social Care.
3. Facilitate the effective running of the service by completing daily, weekly and monthly tasks to a good standard and on time, as instructed by line manager.
4. Support clients as per support plan and groups as per service activity plan.
5. Keep clients and services safe with up to date health & safety records.
6. Attend team meetings, supervisions, learning and development opportunities.
7. Comply with all regulatory, legislative and organisational instructions, protocols, policies and procedures e.g. Health & Safety, Safeguarding and GDPR.

**Health & Safety**

* Strict adherence to all aspects of Health & Safety obligations specified in client, lone working, fire, premises, COVID-19 and other service specific risk assessments and procedures, including medication.
* Timely completion of Health & Safety checks/tasks/processes as delegated by the Operations Manager, with issues or concerns reported and acted upon without delay (including out of hours).
* Diligently reporting any incidents, accidents or other Health and Safety issues as per policy and procedure.
* Adherence to All Wales Safeguarding Procedures.

**General**

* Ability to be peripatetic and change working pattern / location at reasonable notice.
* Apply the organisational values to every aspect of the role at all times.
* Be aware of and adhere to organisational policies at all times.
* Take part in progress/performance reviews throughout the year.
* Cooperate with other organisational departments.
* Take responsibility for own personal development, seeking out opportunities to learn new skills.
* Attend training courses and complete training modules as required to meet requirements of the post.
* In addition to the duties and responsibilities outlined, you must be prepared to undertake such additional duties that may result from changing circumstances, but which may not of necessity change the general character or level of responsibility to the post.
* Adhere to the organisation’s no smoking policy for staff at all its premises

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|  | **PERSON SPECIFICATION** These are the skills, abilities and knowledge we look for when reviewing job applications and asking questions at interviews. | Desirable / Essential |  |  |
| **1** | Your Skills & Abilities |
| 1.1 | Standard of behaviour is in line with Goleudy vales and ethos as set out in the Code of Conduct, you are open to new ways of working and you can relate and engage with people of diverse backgrounds | E |  |  |
| 1.2  | With training and support, you can develop a sound understanding of needs and risk assessments, support planning and practice person centred approaches  | E |  |  |
| 1.3 | You have a positive attitude and motivation to supporting our clients to achieve tenancy sustainment and independent living | E |  |  |
| 1.4 | Ability to fulfil all aspects of medication role and responsibilities as set out in the Willow Medication Policy  | E |  |  |
| 1.5 | You can work in a busy environment and show good time management skills | E |  |  |
| 1.6 | You can learn using your initiative and problem solve for benefit of clients/colleagues | E |  |  |
| 1.7 | You can manage changes in responsibilities and work locations with the right support  | E |  |  |
| 1.8 | You can build a rapport and connect with people who face multiple disadvantages and co-existing support needs (rough sleeping, substance use, poor health, offending) | E |  |  |
| 1.9 | You can show empathy and emotional intelligence, confidence and assertiveness | E |  |  |
| 1.10 | You can communicate well verbally and in writing with minimal mistakes | E |  |  |
| 1.11 | You can read, understand, follow and contribute to policies and procedures | E |  |  |
| 1.12 | You can complete tasks to a high quality, with attention to detail using IT systems  | E |  |  |
| 1.13 | You can design, plan and coordinate activities that are engaging and beneficial  | E |  |  |
| 1.13 | You can communicate in Welsh | D |  |  |
| **2** | **Your Knowledge and practice**  |
| 2.1 | Meet requirements to be registered with Social Care Wales as a Social Care Worker as per Social Care Wales guidelines  | E |  |  |
| 2.2 | Adhere to Social Care Wales Code of Practice for Social Care | E |  |  |
| 2.3 | Interest in housing related support services and the wider social issues of homelessness, health, mental health, substance use, criminal justice and benefit/welfare system. | E |  |  |
| 2.4 | Awareness of the legislation governing GDPR, health and safety and safeguarding. | E |  |  |
| 3 | **General**  |
| 3.1 | Smart, professional, business-appropriate appearance at all times | E |  |  |
| 3.2 | Car driver, vehicle owner and business insurance  | D |  |  |
| 3.3 | DBS is required for roles that undertake regulated activity  | E |  |  |