

SUPPORTED LIVES

Job Description – Community Support Worker

- Job Title:** COMMUNITY SUPPORT WORKER
- Location:** Premises of SUPPORTED LIVES and outreach work in local community
- Responsible to:** Senior Support Worker
- Job Purpose:**
1. To assist and work alongside clients in their own homes and in the community
 2. To enable clients to access and take part in a full range of community activities.

1 Major Tasks and Responsibilities

- 1.1** To undertake, with guidance and support, the tasks necessary to enable clients to acquire and practise everyday living skills.
- 1.2** To help clients make full use of the community resources and facilities.
- 1.3** To help provide the personal care and supervision required by individual clients.

2. Job Activities

- 2.1** Assist in the preparation and implementation of the wide range of day activities as directed by senior SUPPORTED LIVES staff, both for individuals and groups.
- 2.2** Make use of existing community resources to meet those needs as far as possible but, where necessary, responding in specific allocated premises.
- 2.3** Assist meeting the personal needs of SUPPORTED LIVES clients including assistance with eating, toileting, bathing, dealing with incontinence etc.
- 2.4** Provide any written reports or records required by the SUPPORTED LIVES senior support worker.
- 2.5** Operate as a member of a team sharing tasks and duties as needed and as directed by the SUPPORTED LIVES management.
- 2.6** Attend team and other meetings as required.
- 2.7** Attend training courses as agreed with the SUPPORTED LIVES management team.
- 2.8** Attend regular supervision meetings with their SUPPORTED LIVES line manager.

- 2.9** To be fully conversant with the requirements of the *Health & Safety At Work Act*, and *Fire Regulation Procedures* and to perform all duties in accordance with these.
- 2.10** At times of staff shortage to assist colleagues in SUPPORTED LIVES by covering sessions, leave, sick leave etc.
- 2.11** Carry out other tasks as required by the SUPPORTED LIVES manager as the scheme develops.

3. Appraisal

- 3.1** Initially at end of 6 months probation, thereafter annually

4. Salary scale

Daytime, 7am-10pm

Contract, over six months service or in-house training course complete

Mon-Fri	£7.72
Sat	£8.85
Sun	£9.98

Contract, under six months service and in-house training course not completed

Mon-Fri	£7.20
Sat	£8.23
Sun	£9.26

Sessional

Mon-Fri	£7.20
Sat	£8.23
Sun	£9.26

Night-time, 10pm-7am

Sleepover

Mon-Fri	9 hours @ £5.60
Sat-Sun	9 hours @ £6.50

Waking Night

Mon-Fri	9 hours @ £7.72
Sat	9 hours @ £8.75
Sun	9 hours @ £9.98

Bank Holiday

£15.00

5. Leave

20 days per year plus usual Bank Holidays
3 additional days for long service (after 5 years)