

## Job Description Wellbeing Support Worker

**Reports to:** Wellbeing Support Manager

**Location:** Adult Services – Integrated Supported Living & Day Opportunities

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Kisharon is a charity that offers a broad range of education and support for children and adults with learning disabilities and special needs.

***Our vision** – is that people with learning difficulties will live in a world where they have the same opportunities as their mainstream peers.*

***Our mission** – is to support each unique person so they can progress, achieve independence, enjoy life and be included in the communities in which we live, through meaningful vocation and a fulfilling social life.*

***Wellbeing Teams** – work on self-management principles. This means that individual Wellbeing Workers are able to make decisions that are in the best interests of the people they support. This enables teams to be much more flexible and responsive to individuals' needs.*

### **Key Components of Wellbeing Teams:**

- 1. Self-managed Teams.*
- 2. Teams know what matters to each person, and use this to co-produce a service that will help them to achieve their outcomes.*
- 3. Work to outcomes, not just deliver tasks.*
- 4. Work with the people they support to explore a range of options for achieving their outcomes, to make sure that the support they are delivering is as efficient and effective as possible.*
- 5. Activate people's personal relationship networks to support them and reduce social isolation, with the help of neighbourhood-based volunteer facilitators.*
- 6. Actively support people to achieve their personal, religious, social, employment and education outcomes.*
- 7. Length of sessions / time with people vary, according to what the person needs – based on their outcomes.*
- 8. Wellbeing Workers know where they can use creativity and judgement.*
- 9. Wellbeing Teams are small and close-knit.*
- 10. Wellbeing Teams contribute to their rotas.*
- 11. Wellbeing Workers give and receive feedback to and from each other.*
- 12. Wellbeing matters – for people and for the Team.*

*Kisharon will provide relevant training and supervision to ensure all staff are competent and confident in developing their skills and knowledge around delivering effective and efficient self-managed Teams.*

### **JOB PURPOSE:**

To work individually and as part of the Support Team to:

- Discuss, explore and understand people's strengths, passions and interests, using this knowledge to help co-produce flexible and responsive support for individuals' needs. Working in this way removes hierarchy, keeping decisions closer to the people themselves and reducing unnecessary costs.
- Co-produce and develop person-centered support, enabling people to have control over their own lives by maximising their independence, promoting and supporting people to achieve their full outcomes including independence, choice and community presence.
- Comply with policies and procedures set by the organisation and regulatory bodies, such as the Care Quality Commission and the Local Boroughs.

## MAIN TASKS:

- Provide support for the people we support in line with their individual, person centred support plans.
- Support the people we support in maintaining their emotional, physical, religious, cultural and psychological wellbeing.
- Work with the Team to agree and set the Rota ensuring a person centred way.
- Enable the people we support to utilise community and *Kehila* facilities and services.
- Uphold and promote the rights, dignity, respect and choice of the people we support.
- Coach, enable and assist the people we support to develop new skills.
- Participate in and enable the people we support to complete household tasks including cleaning, tidying, laundry, supporting individuals to plan meals, shop, cook, budget appropriately.
- Actively participate in and enable the people we support to carry out their activities according to their personalised programmes.
- Assist the people we support in promoting new friendships and maintaining relationships with family, friends and the local community, including their Shul where appropriate.
- Support and safeguard the people we support in the management of their finances as appropriate
- Ensure effective relationships are developed and maintained with relevant services and professionals, including health services.
- Maintain records consistent with legal requirements of the service.
- Act in accordance with Health and Safety, Equal Opportunities, Confidentiality and other policies.
- Attend and contribute to team meetings, supervisions and appraisals.
- Promote and safeguard a Jewish ethos and culture, support people with their desired Jewish practice.
- Be open to working flexible hours over a week / weekend / may include Shabbos and Yom Tov support, depending on what the person supported wants.

## JOB ACTIVITIES:

Working with the people we support to:

- Find out what is important to individuals and help them make choices by providing information in an appropriate and person centred way. Discuss your ideas for improvement with the person supported, and with the team – both colleagues and managers.
- Support and encourage the individual's religious beliefs and seek opportunities to socialise and develop relationships in the Jewish Community and wider community.
- Help the individual understand and manage the risks in everyday life and provide consistent support in line with Safeguarding Principles to ensure the welfare, safety and protection of individuals within the Kisharon premises and the wider community.
- Support the personal care needs of individuals where necessary and appropriate, affording dignity, respect and privacy.
- Assist and support individuals with medical/health needs, including maintaining a high level of cleanliness and hygiene, and the administering of medication subject to appropriate training.
- Promote healthy life style choices including balanced diet and exercise.
- Provide assistance to enable the individual to participate and develop their practical skills to live as independently as possible, whilst supporting them to maintain a high standard of living.
- Maintain the standards set by the General Social Care Council – CODES OF PRACTICE for social care workers and employers. (A copy of the Code of Practice will be supplied with this document on confirmation of the employee's appointment).
- Support individuals as directed to develop and enhance their skills to increase their opportunities of employment.
- Complete paperwork as and when necessary, e.g. filling in MAR sheets (medication), recording discussions from meetings, filling in petty cash sheets etc.
- Conduct key working sessions and attend other meetings on request.
- Comply with any procedures as legislated by the Care Quality Commission and directed by your line manager

## WORKING AS PART OF A TEAM TO:

- Maintain effective working relationships and proactively liaise with and advise the Support Manager/Team Leader and other team members.
- Attend team meetings and contribute to assessment/reviews and or individuals' progress as required.

- Kisharon supports and promotes self-development. Engage in staff training and peer supervision as directed by and agreed with the Support Managers/Team Leaders and to participate in performance review and appraisal in line with Kisharon policy.
- Inform the Support Manager/Team Leader of any service deficiencies, omissions or errors in a timely and appropriate manner.
- Communicate concerns relating to the safety and well being of individuals and/or colleagues to the Support Manager/Team Leader in a timely and appropriate manner.
- Maintain effective communications with staff, parents and families by maintaining accurate records and reports, including handovers at every shift, daily logs and other documentation.
- Provide staffing cover as required by managers, and be the responsible person on duty.
- Respect confidentiality for everyone.
- Working with multi professional individuals and teams such as physiotherapists, speech and language therapists etc.

#### OTHER DUTIES:

- Ensure the service is always delivered with respect and commitment to equal opportunities.
- Ensure that fire, and health and safety requirements are complied with and areas of risk identified.
- Undertake any other duties consistent with the objectives of the post as required by managers.
- Complete all required training by e-learning or attending training courses.
- Take responsibility for your professional development as a wellbeing support worker and be willing to learn new ways of working.
- Undertake to abide by and support the Kisharon religious policy.
- Value the rights of people with a learning disability and understand the needs of people with a learning disability.
- Be committed to delivering a 'person centred' programme.
- Find solutions to challenges.

NB: Because the duties may involve close physical contact and providing personal hygiene and intimate physical care support, the post may be restricted to either male or female applicants as appropriate in accordance with the Equality Act 2010.

## Wellbeing Support Worker PERSON SPECIFICATION

	Essential	Desirable	How this will be measured
<b>Relevant Experience</b>			
Experience of working with people with learning disabilities.		X	Application form Interview
Experience of caring for people (paid or volunteer).	X		Application form Interview
<b>Qualifications</b>			
Achieved or working towards NVQ in Health and Social Care level 2, QCF level 2, Care Certificate or equivalent experience.	X		Application form Qualification certificates
Understanding / awareness of, willingness to learn and promote, Jewish culture and practice as desired by the person supported.	X		Application form Interview
First Aid Training.		x	Qualification certificates
Basic Food Hygiene Certificate.		x	Qualification certificates
Knowledge and Understanding			
Knowledge and experience of epilepsy.		X	Interview
Knowledge and understanding of Valuing People.	X		Interview
Knowledge and undertaking of good care practice and acceptable risk taking.	X		Interview
Understanding of the principles of equal opportunities & anti discriminatory practices.	X		Interview
Understanding of the importance of attending and participating actively in regular supervision with peers	X		Application form Interview

	Essential	Desirable	How this will be measured
and managers.			Probation period
Knowledge of Health and Social Care Act.	X		Interview
<b>Skills and Abilities</b>			
Ability to deliver 'person centred' programmes	X		Interview
The ability to work flexibly with unsocial hours on a rota basis according to the individual needs of the people we are supporting.	X		Application form Interview Probation period
Lone working with people we support according to their individual needs in the local and wider community.	X		Interview Probation period
Work collaboratively with Team / managers to support individuals according to their needs.	X		Interview Probation period
Ability and willingness to provide personal toilet, hygiene & care support including intimate care and to undertake manual handling.	X		Application form Interview
Ability to communicate effectively both orally and in writing, with other staff, people we support, parents/families and other professionals.	X		Application form Interview
Ability to be self motivated, use personal & creative initiative and judgment within the Wellbeing Team Framework.	X		Application form Interview
Good numeracy and literacy skills.	X		Application form
Ability to work well under pressure.	X		Interview Probation period
Ability to show empathy and understanding towards people we support.	X		Application form Interview
Ability and willingness to develop the support plan and participate in specific educational, employment and recreational activities to ensure the individual needs of the people we support are fully met.	X		Application form Interview
Ability to participate in household tasks / independent living skills.	X		Application form Interview
Ability to participate in the preparation of meals.	X		Probation
Ability to respond appropriately in accordance with Kisharon policy to challenging behaviour.	X		Interview Probation
Strict adherence to our policy and legal obligations regarding confidentiality.	X		Application form Interview
Ability to deal with stressful situations.	X		Probation period
Committed to personal development.	X		Probation period
Reliable and Trustworthy.	X		Probation period

**KISHARON IS COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.**

**AN ENHANCED DBS CHECK IS REQUIRED FOR THIS POSITION.**

**This job description has been received and agreed by:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_