



**IN-CARE HOMES LTD.**

semi-independent living providers

## JOB DESCRIPTION

<b>Post title:</b> Support Worker	<b>Post No:</b>
<b>Location:</b> Nottingham (NG7)	<b>Date compiled:</b> February 2021
	<b>Hours per week:</b> Casual shift hours (in accordance with the shift and rota system, including sleep- in duties and weekend shifts) <b>Weeks per year:</b> 52
<b>If fixed term, state duration:</b> Permanent, Zero Hours Contract	
<b>Immediate line manager:</b> Director	
<b>Designation of any staff supervised by the postholder:</b> N/A	
<b>Job purpose:</b> To deliver support to Young People aged 16 to 18+ within semi-independent placements and work through structured key work session to vulnerable young people to promote the life skills of young people and support their transition into adulthood to enable them to live independently.  To work to the principles and policies of In-Care Homes Ltd. To work to the requirements and expectations of the Registering and Placing Authorities.	
<b>Principal duties and responsibilities:</b> <ul style="list-style-type: none"><li>• To build and develop relationships with the young people we support and encourage them to participate fully in the opportunities offered within the homes and external environments.</li><li>• To support our young people with everyday tasks such as cooking and cleaning, appointments, meetings etc.</li><li>• While on duty makes entries in young people's records, diaries and reports as necessary, strictly in accordance with company policies. Maintains effective administration records including Reports, Reviews, Records of Appointments, Case Review Dates, Discharge Plans. are kept within company policy and procedure so that all documentation is always accurate and up to date and relevant for the purpose for which it will be required.</li><li>• To read the risk assessment at the beginning of every shift to ensure full awareness of risks associated with young people and what action to take to mitigate them. To keep the risk assessment updated and to communicate updates to colleagues.</li><li>• To refer to the appropriate manager, immediately, upon any suspicion, evidence or allegation of any concern in relation to child protection, in accordance with Child Protection and Safeguarding policies and procedures.</li><li>• To attend staff meetings and training sessions as and when required and maintain all online recording.</li><li>• To conduct correct checks on all visitors to the property and relevant records are completed to safeguard young people.</li><li>• To share essential information with colleagues, management and professionals in a timely and professional manner, especially when dealing with incidents and complete all relevant reports.</li><li>• To fulfil specific activities and expectations while on shift to deliver the objectives set in the young people's care plans.</li><li>• To ensure that young people's paperwork and records are up to date</li><li>• To ensure the general up keep of the house is to a high standard including where necessary cleaning the property</li><li>• To carry out relevant basic property inspections and report any issues straight away to the relevant department.</li></ul>	

- To provide a positive, welcoming and stimulating environment for young people, supporting them in carrying out domestic duties in their home when required.
- To encourage young people to have a voice and input into the service they receive and to follow up on this accordingly.
- Exercises vigilance in respect of Health and Safety matters, promptly reporting all hazards and/or remedying them where appropriate. Works in such a manner as to minimise unnecessary risks to self or to others.
- Conducts self at all times in the interests of the young people served.

The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

**This post is exempt from the Rehabilitation of Offenders Act 1974 and subject to a DBS Disclosure check**

***In-Care Homes Ltd. is committed to safeguarding and promoting the welfare of children and young people. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce.***