



Community Support Worker

Job Profile

Job summary: Community Supports get alongside individuals to teach them about companionship whilst supporting and guiding individuals to be active participants in their own life project.

Reporting to: Service Manager, Community Leads and indirectly to the Relationships & Compliance Manager

Main duties and responsibilities:

1. Individuals:

- a. To nurture, teach and sustain feelings of companionship between themselves and the Individuals supported.
- b. To help Individuals be involved in what is happening in their lives: e.g. assist and teach individuals aspects of personal and self-care, handling medication, budgeting, banking, cooking and household management as required.
- c. To work with all individuals and ensure a high standard of personal care is^[L]_[SEP] maintained, in a respectful manner, while being a role model in this area.
- d. To make available to all individuals the opportunity to participate in Community activities, in order to make new connections, learn new skills and make choices.
- e. To monitor health needs ensuring that preventative health care practices are^[L]_[SEP] utilised, as well as immediate treatment for any illness or accident.
- f. To implement all care and support outlines, protocols, policies and procedures, while ensuring safety as a priority.

2. Team colleagues:

- a. To get along with team colleagues and to promote companionship and peaceful working relations between all team members.
- b. As a team member, to adopt a collaborative approach to problem solving and conflict resolution.
- c. To ensure that up-to-date and accurate records have been

- maintained. This includes Individuals' diary entries, emails, etc.
- d. To carry out handover procedures at the beginning and end of the designated support hours.
 - e. To regularly attend and contribute to meetings.

3. General:

- a. To bring to the attention of the management any concerns regarding the day-to-day operation of the service
- b. May be responsible for financial record keeping and accounting of certain funds (petty cash, individuals' bank accounts) and submitting these on a regular schedule).
- c. To record and read all relative information (e.g. communication books, risk assessments, quality of life plans, weekly plans etc) on a daily basis as required. To complete all required documents as required.
- d. To work with all team members in providing an effective 24-hour service and to demonstrate a reasonable degree of flexibility to ensure all shifts are covered with the required level and quality of support.
- e. Attend Plan/Reviews, staff development and in-service training sessions.
- f. Maintain good communications with families, other team members, outside agencies.
- g. To carry out any other duties reasonably requested by management from time to time as required.
- h. To partake in video reflective practice
- i. To maintain confidentiality at all times with regards to team colleagues, those we support, their families or the organisation as a whole.

Job skills and abilities

- ✓ Ability to quickly get alongside and form warm relationships with others.
- ✓ Common sense and creativity
- ✓ Demonstrated competency in written and verbal communication skills.
- ✓ A strong commitment to Learning Together's philosophies and approach (e.g. Gentle Teaching, Servant Leadership, Social Justice) as well as its policies and ^[1]_[SEP] procedures.
- ✓ Ability to work within a team setting, with an emphasis on patience, maturity and tact.
- ✓ Ability to assist with scheduling, rota and planning concerns
- ✓ Excellent self-organisation skills.
- ✓ Supports are required to work a flexible schedule as necessary based on individuals' and organisational needs. This post requires shift work, with early shifts starting at 7.30am and late shifts ending at 10pm. All team members work a minimum of every other weekend.

Education, Training and Experience

- a) Previous experience providing direct hands-on support for people with disabilities is an asset.
- b) Related post-secondary education is an asset.
- c) Must be able to demonstrate a willingness to change one’s own behaviour and habits through video reflective practice.

Other Required

Current driver’s licence (or a future date for test)

Additional Information

The ability to function independently and under pressure is an on-going expectation of this position.

The above statements reflect the general details considered necessary to describe the principal functions and demands of the job and shall not be construed as a detailed description of all the work assignments that may be inherent in the job.

Post holder’s name, signature & date

Name, signature & date on behalf of Learning Together
