

Role Profile: SUPPORT WORKER	
Reporting to:	TEAM LEADER
Responsible for:	The provision of both practical and emotional support to our Core Members, encouraging both interdependence and independence as far as possible in all areas of their life, in a safe environment where their rights are protected and respected.
Main Job Purpose:	
<ul style="list-style-type: none"> To work as a key member of the team in delivering an excellent service of housing-related support and domiciliary care to our Core Members in the setting of an intentional community. To ensure all Health & Safety and statutory requirements of the service specification are met in accordance with the organisation's commitment to standards. 	
Key Performance Measures:	
<ul style="list-style-type: none"> Delivering professionalism and excellence in respect of our Core Member's care, support, and general household living needs. Feedback from Core Members, Line Managers, families and other carers; Maintaining accurate and up to date records; Compliance with relevant Health & safety legislation and regulatory requirements. Maintaining a professional approach to work at all times. Projecting a professional and reputable image for L'arche Belfast and acting as an ambassador for the organisation at all times. <i>Working within the ethos and values of L'Arche Belfast, as outlined in our Statement of Purpose, and in guidelines from the L'Arche International Federation.</i> 	
Detailed Responsibilities of this role:	
<p>In fulfilling this role the job holder undertakes the following activities:</p> <ul style="list-style-type: none"> Provide emotional and practical support, advocacy and information to our Core Members. Help our Core Members meet their personal care needs sensitively and appropriately to a high standard, including personal hygiene, support with medication management, assistance with household tasks, and preparing meals. Assist senior staff with referencing (key working) duties for one or more of our Core Members, which includes but is not limited to: <ul style="list-style-type: none"> Helping Core Members to design the care and support they receive and maintaining oversight of this. With support from the Leadership Team, maintaining essential records such as care/support plans, risk assessments, and finances. Taking an active role in the review of care/support plans and risk assessments. Liaising with health and other professionals, family members, etc. as and when required. Acting as an advocate for the core member, ensuring that their care/support plans are person-centred and designed to meet their specific needs, and ensuring that their human rights are respected at all times. 	

- Attending case conferences and other professional meetings as required.
- Support Core Members to actively contribute to the upkeep of their own house, and to ensure that their home is a safe and welcoming place.
- Participate in rotas, which may include day, evening, weekend and Bank Holiday working and sleeping-in duties at night.
- Assist with workplace health and safety assessments, follow health and safety procedures and participate in fire drills and audits.
- Report any maintenance and repair tasks in the house, to the House Administrator /Team Leader.
- Ensure all emergency procedures are followed, including the provision of First Aid when necessary.
- Assist our Core Members to lead active and fulfilled lives, including but not limited to:
 - Helping them to be contributing member of their local community.
 - Helping them to engage in a variety of social and leisure activities, suited to their interests.
 - Helping them to access a variety of services in the local neighbourhood and across the Belfast area.
 - Helping them to plan and take holidays, short breaks away, etc. based on their needs and interests.
- Assist and participate in the wide range of administrative tasks necessary for the smooth running of the household.
- Participate in opportunities provided for personal training and development, including implementation of an Individual Development Plan.
- Participate in regular supervision to: receive support, increase knowledge, identify training needs, evaluate work performance, aid and assess professional development.
- Participate in an annual appraisal co-ordinated by your Team Leader.
- Work within, and promote, the policies and procedures of L'Arche Belfast.
- Maintain confidentiality about Core Members, staff and the Organisation as a whole, and follow GDPR data protection regulations.
- Be an active and supportive Team member:
 - Treat everyone on the Team and all core members with respect at all times.
 - Help cover the work of the Team, during absence, vacancies, of when a colleague is under pressure.
 - Attend and contribute to weekly Team Meetings.
 - Promote and engage in effective communication within the Team and with other areas of the organisation.

This Role Profile is not exhaustive and should be taken only as a general outline of the duties of the post-holder. It may be reviewed and varied periodically with due notice.

	Requirement: Essential = E Desirable = D	E	D
EDUCATION and QUALIFICATIONS			
1	A good standard of education to at least secondary level.	X	
	Prepared to undertake additional qualifications and development in relation to social care management and understanding of learning disability.	X	
3	Level 3 Qualification in Social Care, or relevant professional or vocational qualification		X
KNOWLEDGE			
5	Understanding of and commitment to the Mission and Values of L'Arche	X	
6	Up to date knowledge of social care standards and regulations, and best practice		X
7	Knowledge of current issues and trends affecting the support of persons with learning disabilities		X
EXPERIENCE			
10	At least two years of relevant experience of working with people with learning disabilities.		X
	Previous experience in person-centred care and support planning processes, including the development, production, and review of care and support plans and risk assessments.		X
SKILLS			
TASK BASED:			
13	Personally effective – excellent organisational skills, ability to prioritise and delegate	X	
14	Effective written and verbal communication and presentation skills	X	
15	Ability to work autonomously, and to provide effective leadership and mentoring to junior staff	X	
16	IT literacy, in particular with Microsoft Office	X	
17	Excellent financial management skills		X
OTHER			
18	Hold a full current driving license and have access to a means of transport		X
19	Prior experience of L'Arche or of another intentional community		X