

Beyond Dementia is committed to the provision of a range of flexible services which give people with dementia and their carers real choice while maintaining as much independence and control over their lives as possible. We believe that:

- the interests of service users should be safeguarded at all times.
- entitlement to service should exist regardless of gender, sexual orientation, cultural, religious or ethnic background.
- the social, cultural, ethnic and religious background of all service users should be respected.

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|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>      | Support Worker                                                                                                                                                                               |
| <b>Job Role</b>       | With direction and support from your line manager, to work with your rostered service users to enable them to lead as independent and fulfilling lives as possible.                          |
| <b>Location</b>       | Within the geographical area of Wiltshire as defined by your allocated home support service team. There may be occasions when it is requested that you work outside of your designated team. |
| <b>Grade</b>          | Scale point 19 (£12.82 per hour).                                                                                                                                                            |
| <b>Hours of Work</b>  | Contracted for 15 hours per week and variable hours in excess of. Days and hours of work to be decided in consultation with line manager.                                                    |
| <b>Accountable to</b> | Beyond Dementia Chief Executive Officer on behalf of the Board of Trustees.                                                                                                                  |
| <b>Responsible to</b> | Area Home Support Manager                                                                                                                                                                    |

**Confidentiality** The post holder will be expected to abide by Beyond Dementia's confidentiality policies. All employees are required to observe the strictest confidence with regards to any service user information that they may have access to, or accidentally gain knowledge of, in the course of their duties. All employees are required to observe the strictest confidence regarding any information relating to their work and the organisation's employees. You are required not to disclose any confidential information either during or after your employment with Beyond Dementia, other than in accordance with the relevant professional codes.

This job description lists the main areas in which you will be expected to provide support. We may need to add more specific tasks to this based on the needs and wishes of the individuals you support. This document may be subject to review and change in consultation with the post holder. It is not intended to be a contractual document.

## **Main Responsibilities and Duties:**

To support the service user you are being employed to support:

- to live the life they want to lead, make decisions, have as many choices about their lives as possible and be supported to take appropriate risks.
- to make each visit the best it can possibly be, encouraging them to explore and reach their potential.
- to maintain their existing skills and develop new ones where possible.
- to access facilities in the local community and take part in activities outside of the home.
- to assist them with activities of the home, for example, the preparation of food and drink, shopping and keeping the home safe.
- to promote and assist them to look after their health when required, for example, accompanying to medical appointments and assisting with medication management.
- to promote and assist them to look after their personal care needs when required.
- to assist with the management of their financial transactions when required, for example, supporting them to make purchases.
- to meet their expectations of the service as identified in their care plan.
- to develop a positive and supportive relationship with family carers.

You will be expected to:

- treat the service user with dignity and respect at all times.
- be willing to work within a service user's own home, accepting different environments and service users with varying capabilities.
- contribute to the review of service user's needs.
- be aware of, and follow reporting procedure for, any safeguarding concerns or incidents.
- keep accurate records.
- attend training.
- attend team meetings and supervision.
- ensure the health, safety and welfare of your service users and your colleagues.
- work as part of a team to support your colleagues to do their jobs, for example, providing annual leave and sickness cover where possible.
- work with other people as required including attending meetings (either internally or externally).
- have a full UK driving licence and access to a suitable vehicle that can be used in the course of your work.
- undertake any other duties as required and that are appropriate to your grade.
- perform all duties in accordance with the organisation's policies and procedures.