

Job Description

Home support Keyworker

PUTTING INDIVIDUAL DIFFERENCES AND RELATIONSHIP AT THE HEART OF DEVELOPMENT FOR YOUNG PEOPLE AND INDIVIDUALS WITH AUTISM

Job title:	KeyWorker
Hours of work:	Part time and full time positions available
Base:	Canton, Cardiff
Accountable to:	Team leader
Pay Rate	£11.22 - £12

Job Summary

To provide support to a young adult in his own home in accordance with ALC aims and objectives and key performance indicators.

Tasks / Responsibilities

- To work with an individual and his family using the DIR approach
- To identify needs and to achieve positive outcomes
- To provide personal care and support
- To support community activities
- To prepare food and drinks for the individual whilst being mindful of dislikes/likes/allergies etc
- To ensure the house is kept clean and risk free at all times
- To carry out Medication Needs Assessments and to distribute medication where needed

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- To work in partnership with parents/carers to empower them and to enable them to achieve better outcomes
- To work collaboratively with other care professionals, young adult social services, health agencies and to provide the most effective service to the individual and their family
- To apply safeguarding and young adult protection procedures and to report as necessary
- To develop and evaluate good practice and aspects of the service
- To support and complete daily records as required by the service
- To complete all mandatory training and be willing to attend courses for continuous professional development.
- To be flexible and attend twilight sessions outside of normal working hours when necessary
- To provide transport for individual using his own vehicle

Communication

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with all with all individuals, colleagues, family and all other professional agencies
- Ensuring that you stay up to date with all company communication in a timely manner e.g. Whatsapp, email, BREATHE
- Communicate effectively recognising the needs for alternative methods of communication where appropriate
- To build professional rapport and trust with individuals, colleagues, and families

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Equality and diversity

- Act in ways that recognise the importance of customers rights, interpreting them in a way that is consistent with procedures
- Respect the privacy, dignity, needs and beliefs of colleagues, customers, suppliers

Quality

The post-holder will strive to maintain quality within ALC, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet the business needs
- Effectively manage your own time, workload and resources.

Health, Safety and Security

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Health & Safety Policy, to include:

- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills

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- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified
- To write appropriate risk assessments for individuals, activities external and internal

Agreed by Date:

Employee's name and signature:

Agreed by Date:

Manager's name and signature:

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Person specification

you will need to be able to demonstrate or tell us about the following areas at your interview.

Requirements	Essential/ Desirable
Excellent interpersonal skills, with the ability and confidence to generate and build effective relationships with colleagues, service users and families	Essential
Basic IT literacy and numerical skills	Essential
Supporting people with dignity and respect	Essential
Takes responsibility for their own development	Essential
Initiative and confidence to make decisions and follow them through	Essential
Ability to work calmly, efficiently and accurately under pressure	Essential
To have excellent organisational skills	Essential
Ability to work effectively within a team	Essential
Experience	
Previous experience of working in a care or support role	Desirable
Proven experience of working with people with learning difficulties including autism for at least a year	Essential
Proven experience of working with challenging behaviour	Essential
Experience of using alternative methods of communication	Desirable
Knowledge	
Knowledge about learning disability	Essential
Knowledge about Autism spectrum disorders	Essential
Other	
Willingness to undertake training and personal development activities as required	Essential
Educated to GCSE level in Maths and English or equivalent Level 2 qualification	Essential
Social care qualification or equivalent	Desirable
Holds a valid, clean driving license	Essential
Fully COVID vaccinated	Desirable

This position is offered subject to references and an enhanced DBS

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