

Job Description

Post: Bank Worker.

Work Base: Allocated site and community settings, client homes and holiday destinations.

Responsible to: Community Team Leaders, Community Resource Manager and Deputy.

Responsible for: Clients.

Purpose:

- To work as part of the staff team on the day-to-day operation of services to ensure a high standard of personalised provision for adults with learning and physical disabilities as well as complex health needs.
- To facilitate a high standard of support for people in both community and discreet settings.
- To promote enablement for our clients via 'active support' towards outcomes identified in personal support plans.
- To work in line with good practice guidelines and regulatory standards
- To support clients in line with Eastway's ethos and its policies and procedures, ensuring a person-centred approach and an emphasis on meeting outcomes.
- To maintain safe services for all via a strict adherence to Health and Safety legislation, good Safeguarding practice and comprehensive Risk Management procedures. To raise any concerns people may be at risk urgently.
- To facilitate clients in all aspects of their intimate personal care including toileting, feeding and mobility support, and use aides and equipment designed for such purposes appropriately and safely.

Responsibilities

Operational

- To work with clients in a positive manner.
- To support people who use wheelchairs in accordance with guidelines for doing so.
- To participate in hydrotherapy and swimming sessions with clients.
- To cover duties arising due to staff absence.
- To 'lone work' with clients in discreet and community settings.
- To carry out support work duties in line with the relevant practice guidelines and Eastway's ethos.
- To support person centred activities, linked to outcomes and designed to meet the needs, wishes, and preferences of clients.
- To respond to clients with respect, dignity and sensitivity and ensure that people's rights with regards to confidentiality are upheld.
- To properly implement crisis intervention procedures and participate appropriately in emergency procedures.

- To administer prescribed medication, including PRN, in accordance with agreed procedures and good practice guidance.
- To effectively and appropriately utilise petty cash, client personal monies and other resources as advised by the management team.
- To support apprentices, agency, sessional workers and volunteers in their duties.
- To support the management of Eastways transport provision within the service and participate in escorting duties if trained to do so.
- To carry out IT administration tasks such as daily recording, support planning, accident and incident formats, risk assessments and safeguarding statements.
- To contribute to a good public impression of Eastway in all dealings families/carers, care professionals and the general public.

Health and Safety

- In carrying out the tasks in this job description you have a duty (under the Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, community settings, holiday venues and client homes and to comply with safety rules and procedures and to ensure nothing you do, or fail to do, put yourself or others at risk. This includes managing a safe and secure environment for everyone. This duty includes checking that any person entering an Eastway property has a right to do so and their visit is recorded.
- To ensure that activities are delivered with due regard for the health and safety of the clients and staff in accordance with good practice.
- To implement risk assessments throughout Eastway's services.
- To maintain Health and Safety at Work and Food Safety regulations.
- To work as a member of a team that promotes an environment which safeguards and protects clients, advising management of bad practice and raising concerns that may put clients at risk.

Personal Qualities

- To uphold and maintain Eastway's ethos and philosophy of care.
- To adhere to Eastway's Equal Opportunities policy.
- To work with other Eastway staff in a helpful, respectful and supportive manner as part of a team.
- To maintain awareness of ones own strengths and weaknesses and actively request clarification and further support when required.
- To attend training towards self improvement and service development.
- To maintain the highest quality professional conduct and practice standards.

Working Environment

- To assist in the maintenance of a safe and clean environment.

Policies and Procedures

- To develop a knowledge of Eastway's policy's and procedures.
- To work in line with Eastway's policies and procedures.

This description is not intended to establish a total definition of the job, only an outline of the duties involved. Changes in this Job Description may occur as the organisation develops. Notice of changes will be given wherever possible.