



TALITHA KOUM COMMUNITY

JOB DESCRIPTION

SUPPORT WORKER

(at TK's Residential Rehabilitation Centre and is not a live-in post.)

Role Summary: The main focus of the role will be to support residents for the duration of their stay in the Community. The post holder will work alongside and support the Rehabilitation Centre Manager (RCM) and Clinical Programme Lead/Deputy Rehabilitation Centre Manager (DRCM) to deliver the Therapeutic Programme and to maintain the daily rhythm of the residential environment. He/she will work shift patterns according to the needs of the service to maintain adequate staffing levels and a safe environment. He/she will participate in the structured training programme, provided by professionals and tailored to the Community.

Salary: £16-20k per annum pro rata

Hours of work: Full or part time hours available. The post holder will work to an agreed pattern to ensure overall cover at the Centre seven days a week including nights. Support Workers will be employed on a shift basis (the majority) or on fixed weekly hours to be negotiated. All will be expected to be on call for emergencies or to ensure adequate cover. No premium payments will be made, except for Bank Holidays, but reasonable time off in lieu will be agreed.

Responsible to: RCM and the DRCM in the RCM's absence

KEY RESPONSIBILITIES

1. Programme delivery

- Work at all times within the policies, procedures and guidelines set down by the Community and other professional bodies, particularly work to ensure that vulnerable residents are safeguarded at all times.
- Participate in the daily activities of the Community, to establish and maintain the ethos and rhythm of the residential environment within an agreed Therapeutic Programme.
- Work with professionals in the team and elsewhere to deliver the model Therapeutic Programme which residents will follow.
- Liaise with professionals such as psychiatrists, counsellors, chaplains and other specialists who attend and deliver course modules.
- Interact with residents on a one to one basis, liaising and providing information as necessary for multi-disciplinary meetings.
- Maintain full records of therapeutic interventions, courses attended and general progress for each resident. These will follow an agreed format.

- Implement the agreed Recovery Plans for each resident and facilitate the successful achievement of these plans. These will promote active engagement, develop life skills and roles, and promote choice, empowerment and independent living.
- Follow risk management and assessment plans for all residents.

2. Community Life

- Operate the weekly Community timetable in conjunction with other Support Workers, including weekend activities and external visits.
- Oversee resident activities as delegated by the RCM or the DRCM in the absence of the RCM. These may include domestic, therapeutic, leisure and social activities.
- Oversee household tasks and the preparation and clearing up of meals.

3. Working Relationships

- Work co-operatively with the RCM and their Deputy and with SW colleagues and volunteers to maintain a positive and healthy working environment.
- Engage with professionals and others delivering the Therapeutic Programme to enable the successful rehabilitation of residents.
- Understand and respect the differing roles and responsibilities of team members, ensuring that boundaries are adhered to and the ethos of the Community is upheld.
- Participate in and contribute to team and Community meetings.
- Share with other team members previous experience, skills and knowledge which may be relevant in providing a quality service to residents.
- Ensure that standards of care and supervision of residents are maintained at all times.

4. Other Professional Responsibilities

- Commit to regular updating of knowledge and skills through participation in in-service training and other activities provided.
- Access support mechanisms such as counselling or supervision sessions as appropriate or when directed by the RCM or DRCM.
- Act as a role model to residents and always seek to actively promote the name and vision of the TK Community.
- Help in drawing up and commit to their own personal development plan.
- Participate in annual appraisal and regular review meetings.
- Attend health and safety, safeguarding and other mandatory training and ensure safe and proper use of equipment at all times.
- Seek to ensure the efficient use of Community resources at all times.

5. Administration

- Ensure that all records are maintained and updated including residents' recovery plans in accordance with agreed procedures.
- Ensure the safe storage of records.

This Job Description is not a definitive or exhaustive list of key responsibilities but identifies the key tasks of the post holder. The specific objectives/responsibilities of the role will be subject to review as part of the job evaluation process.

Support Worker Person Specification

	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Good level of education 	<ul style="list-style-type: none"> • 2 GCEs preferably Maths and English
Experience	<ul style="list-style-type: none"> • Work experience in a similar setting 	<ul style="list-style-type: none"> • Previous work experience in a health care or drug and alcohol related setting (paid or voluntary) • Work with multidisciplinary teams and treatment plans
Skills	<ul style="list-style-type: none"> • Excellent interpersonal communication/listening skills • Ability to function as a team member • Understand own limitations and work within personal boundary limits • Good communication skills (written and verbal) • Good time management and organisational skills • Ability to encourage and motivate others towards achieving their goals • Ability to deal effectively with aggressive or anxious residents • Ability to stay calm under pressure • Computer skills for report writing and updating records • Ability to solve problems and establish priorities • Ability to work on your own and to show initiative 	

Knowledge	<ul style="list-style-type: none"> • Knowledge related to working with vulnerable adults 	<ul style="list-style-type: none"> • Health and safety at Work
Personal Attributes	<ul style="list-style-type: none"> • Flexible to meet the needs of the Community. • Honest and trustworthy • Reliable • Caring and sensitive • Acceptant of diversity • Support for and sensitivity to Christian ethos of the Community 	
Other	<ul style="list-style-type: none"> • Car driver 	