

## **Relief Support Worker Job Description**

**As a Relief Worker for Hft you will be requested to cover shifts on an ad hoc basis. You are not an employee of Hft and remain a ‘Worker’ for the duration of each individual contract you undertake for Hft. Whilst carrying out work for Hft you are expected to comply with the following duties at all times and will work within Hft’s Vision and Mission, values, Worker Guidelines and Relief Workers’ Handbook.**

**Reports to:** Registered Cluster Manager, Senior Support worker

### **This job is important because:**

You will enable the people we support to lead fulfilling lives based upon their personal support needs. You need to work to the standards set internally (by Hft) and externally (for example, by the Care Quality Commission), doing all you can to make sure that the people we support and your colleagues come to no harm and that they are satisfied with the level of support they receive. You will achieve this by communicating with individuals and by following the underpinning principles of Person Centred Active Support (PCAS):

- Making sure that you support people to be as involved as possible in every moment of their lives
- Offering people opportunities to be involved as often as possible, in the way that best suits them, e.g. as little or as much as they like
- Offering ‘just enough’ support to ensure people succeed
- Ensuring that people you support make as many choices as possible, so they remain in control
- Keeping the people we support and yourself safe during the pandemic by following government and industry guidelines and wearing the correct PPE at all times

As we provide 24/7 support you need to be able to work shifts, including weekends, some nights and Bank Holidays.

### **Main Duties:**

1. Support people with learning disabilities to the highest standard and in line with their support plan, cultural needs and wishes

2. Support people to manage their own home, including supporting individuals with maintaining their tenancies and give support and guidance when individuals move home
3. Support people with personal care if required, which may include toileting and bathing, in line with their support plan
4. Support and encourage people to make choices and life decisions in line with the Mental Capacity Act requirements
5. Assist and encourage people to engage in everyday home, social, leisure and work related activities, according to the individual's choice. For example, during the pandemic and other unforeseen circumstances, this will require you to come up with fun and creative ways of engaging the person at home to help promote their physical and mental well being
6. Support people with their health needs as required, e.g. taking medication and attending doctor's appointments
7. Keep accurate and up to date records using internal IT systems
8. Support people with their finances, where necessary, and in line with Hft guidelines
9. Promote health, safety and well-being of the people we support
10. Work positively with colleagues, families and external organisations and professionals.
11. Look for opportunities to use Personalised Technology to increase people's independence
12. Maintain confidentiality at all times
13. Improve the support provided by discussing any new ideas
14. Participate in learning and development opportunities as required
15. Safeguarding - protect the people being supported from abuse/poor practice by undertaking Safeguarding Adults Training so you understand how, when and who to report concerns to.
16. Undertake any other duties as appropriate