

JOB DESCRIPTION

JOB TITLE:	Relief Support Worker
BASED AT:	Various Vibrance projects
RESPONSIBLE TO:	Registered Home Manager
ACCOUNTABLE TO:	Director of Operations

Job Summary

Assist in providing emotional and practical support to a group of individuals with special needs living in the community. Provide support to them on an individual basis to enable them to achieve the optimum independence in daily living skills. At Crossing road you will be lone working.

Principal Duties and Responsibilities

1. Support individual service users to achieve optimum level of independence based on their physical, mental and social abilities.
2. Undertake assigned social care tasks and housekeeping duties in partnership with individual service users.
3. Assist service users in the planning of recreational and leisure activities, and co-ordinate implementation of such activities.
4. Supervise and assist service users in budgeting, planning dietary needs, and in food preparation.
5. Accompany service users, as and when required, to activities outside the home.
6. Write clear and concise written reports. Observe and report changes in service users physical or mental health to senior staff.
7. Attend review meetings, courses and training centres when required, and contribute to the assessment of the strengths and needs of individuals on shared individual plan basis.
8. Participate and contribute to one's own performance and development review and supervision sessions.
9. Ensure the maintenance of effective relationships with service users, team members, relatives

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and the wider community.

10. Be aware of your own and service users health and safety and report any occurrences or potential hazards to senior staff.
11. Assist in promoting a culture which enables service users to make informed choices and recognises each individual's right to a valued lifestyle and use of culturally valued resources/facilities.
12. Participate as appropriate in Vibrance wide quality assurance initiatives.
13. Promote and abide by Vibrance's Core Values and Standards.
14. Undertake relevant training and development, as required.

Additional Requirements

1. Provide cover for colleagues as directed by your manager.
2. Refrain from acting in a manner which in any way endangers yourself, fellow employees or the public.
3. Avoid any behaviour which discriminates against your fellow employees or potential employees on the grounds of their gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
4. Safeguard at all times confidentiality of information relating to staff and clients.
5. Refrain from smoking in any area of Vibrance premises.
6. Behave in a manner which ensures the security of Vibrance property and resources.
7. Abide by all relevant Vibrance Policies and Procedures.
8. Adhere to Vibrance Diversity and Equal Opportunities Policy.

This list of duties and responsibilities is by no means exhaustive and the post holder may be required to undertake other relevant and appropriate duties as required.

This job description is subject to regular review and appropriate modification