

# Camphill Milton Keynes Communities

## Job description

**Job Title:** Bank/Relief Support Worker

**Reports to:** Care & Support Services Manager

**Purpose:** The support of service users with their general welfare, housing related tasks and pursuing their social and educational activities. Also to ensure that service users have a detailed Person Centred Plan to include agreed goals and action plans that assist them in achieving and maintaining independent life skills.

To encourage and support the values of Camphill Milton Keynes Communities

To act as key worker for a group of service users

### ***Key Responsibilities:***

- Ensure, together with colleagues, that service users experience a safe, healthy and purposeful environment, in accordance with CMKC policies and procedures and statutory requirements.
- Prepare and maintain written needs and risk assessments and support plan for allocated service users, in cooperation with people and others (in a Person Centred way).
- To support people in making their own decisions and informed choices and to assist them in promoting and maintaining their independence.
- To ensure information communicated to people is accessible to them.
- To support people to manage their own finances, budgeting and dealing with statutory bodies and services.
- To support people to access a range of leisure activities and other services.
- To support people to manage their personal care and health needs.
- To support people to maintain their tenancy and look after their home which they share with other people.
- To work with people to ensure planning of healthy diet choice.
- To support people with attending meetings and appointments if required.
- Provide emotional support and appropriate intervention for distressed or challenging people.
- Monitor the health of people and ensure the safe handling of any medicines.
- To maintain accurate records as required.

- Support people to maintain regular contacts with their own families and/or other significant individuals according to the person's wishes.
- To liaise with other agencies as required, i.e. regarding service users' annual reviews.
- Ensure service users are aware of CMKC's safeguarding adults procedures, comments and complaints procedures and document any incidents, accidents or complaints accordingly.
- Support any community based activities.

***Staff training and personal development:***

- Participate in supervision and staff appraisal.
- Attend staff meetings when required.
- Participate in on-going in-house and external professional and personal development activities.

***General:***

- Flexible approach to work as you will be required to work a rota, which includes some evenings, weekends, bank holidays and sleep-ins. Work will be offered sometimes at short notice, to cover planned and unplanned staff absences, for short periods; this will be on a casual, adhoc basis.
- Build a professional working relationship with residents, colleagues and relevant professionals.
- Represent CMKC in a positive and professional manner.
- Maintain appropriate confidentiality at all times
- Adhere to all CMKC policy and procedure.
- Comply with CMKC and Adult Social Care Workers Code of Conduct.
- Attend internal and external meetings, as required.
- To provide cover in other CMKC houses as required.
- To participate in trainings, meetings, personal development.
- To work in accordance with CMKC mission statement and statement of values.
- Undertake any other ad hoc Community development projects that may be required.