

	<b>Job Title:</b>	Flexible Project Worker, RHCP & Outreach Services
	<b>Reporting to:</b>	Senior Project Worker & Community Projects Manager, RHCP & Outreach Services

## JOB DESCRIPTION - KEY RESPONSIBILITIES

### Summary of the role

The key purpose of the role is to provide a service that meets the needs of individuals and respects their preferences and choices. This will be achieved through teamwork and collaboration with a specific focus on supporting independence for each individual with them fully involved in all decision making in their daily lives. The post holder will work across 6 days a week, supporting people at Rose Hill and/or in the community, which may include evening support.

Providing person-centred support in response to each individual's needs and aspirations across the service continuum will require the post holder to be flexible and responsive to change. This role will also take specific responsibility for the development, planning and delivery of support, activities and sessions to each individual using our services.

### Main Responsibilities

- Promote individuality, identity, rights, choices, privacy, independence, dignity, respect and partnership through an inclusive approach.
- Promote equal opportunities and challenge prejudice or discrimination and to be aware of safeguarding procedures and policies.
- To support each individual in line with their Person Centred Care and Support Plan and to support each person in achieving outcomes in response to mutually setting aims and objectives.
- To support each individual in their daily lives including meeting a range of needs including personal care needs in Rose Hill and in local communities.
- To support individuals with medical appointments and other appointments in the community.
- To implement any agreed activity and session planning.
- To work within the organisation's Policies and Procedures including the Trust's Organisational Excellence-Values and Behaviours Policy.
- To work within legal boundaries and frameworks including Safeguarding and Mental Capacity Act.
- To update all relevant records. To work competently with electronic systems such as CarePlanner and Nourish as applicable.
- Report any maintenance or property concerns to the Service Manager and other senior staff.
- To assist with and undertake any housekeeping and catering preparation tasks as required depending on the service with the involvement of people we support in their homes and in our provision.
- To attend training when required and regularly update your own e-learning.
- Maintain good working relationships with families, colleagues and professionals.
- Administer medication when suitably trained, approved and agreed with the line manager.
- Attendance at relevant meetings as required.

The Northam Care Trust will ensure that you are equipped with the necessary skills and knowledge you need to undertake this role. All new Flexible Project Workers should be competent at induction and foundation level (as defined by The Care Certificate) within 6 months of joining the organisation.

There may be other duties that the Service Manager and other senior staff will delegate that are not specifically covered by this job description but are commensurate with the post.

<b>PERSON SPECIFICATION</b>	
<b>Essential Criteria</b>	<ul style="list-style-type: none"><li>• Passionate about making a difference in the life of people with learning disabilities and other client groups.</li><li>• Clear written and verbal communication style including good numeracy and literacy skills.</li><li>• Competent IT skills to include the use of Microsoft Outlook &amp; Word and basic applications.</li><li>• To be willing to undertake required training, sometimes outside normal working hours.</li><li>• To be available and willing to undertake flexible working patterns as services develop.</li></ul>
<b>Desirable Criteria</b>	<ul style="list-style-type: none"><li>• Experience of supporting people or of working in a social care setting.</li><li>• Social care qualification or equivalent.</li></ul>