

JOB DESCRIPTION

Job Title: WELFARE ASSISTANT

Responsible to: MANAGER/DEPUTIES

Overall Purpose To assist adults with a learning disability within a residential setting to lead fulfilling lives, via the provision of support, assistance and personal care. To contribute to an effective service in accordance with legislative requirements, organisational policies, procedures and objectives.

Principal Accountabilities

1. The Service

- Encourage residents to make informed choices and have new experiences within an agreed plan of risk taking.
- Support residents participation in appropriate activities.
- Enable and assist residents to access a varied range of leisure activities and services in the local community within their ability.
- Encourage and assist residents to manage their own finances.
- Participate and assist residents during their daily routine where appropriate.
- Assist in the provision of the highest possible standards with regard to quality of life and a homely environment, including support for those residents who represent a challenge to the service.
- Assist residents to have access to and receive appropriate health care
- Provide personal care for residents, as appropriate, which may involve washing, dressing, toileting, intimate personal care, administering medication.
- Act as a key worker for designated residents, as required.
- Help promote the positive participation of relatives, friends and volunteers in the lives of the individual residents.
- Maintain good working relationships with professionals and others.
- Participate in residents reviews, share action planning etc.
- Work in the framework of a staff rota, based around the residents needs and the requirements of the Company.
- Take the appropriate action to comply with policies and procedures, ensuring the well-being of residents.

2. Information

- Attend meetings, provide written reports and present them, as required.
- Ensure the maintenance of confidentiality in respect of records, residents, staff, the Company and third party information.
- Provide and assist residents to have access to information that will promote their welfare, e.g. complaints procedure, counselling.

3. Equal Opportunities

- Ensure that the delivery of the service is underpinned by a commitment to equality or opportunity for both residents and staff.

4. Health and Safety

- Meet health and safety requirements of the Company and of legislation.

5. Other

- Undertake any other duties consistent with the objectives of the post, as required by Directors and Managers

Rates of Pay:

Day Rate	£ 6.30 p. hr.
W/end, evening	£ 6.60 p. hr.
Waking night	£6. 60 p hr. (66.00 per night for 10p.m.to 8 a.m.)
Sleep night	£25.25 per night

Shifts: the following is not an exhaustive example

- 2 p.m. to 10 p.m.
- 3 p.m. to 11 p.m.
- 10 p.m. to 8 a.m.
- 5 p m to 9 a m, including a sleep night from 10pm to 8am

This is a full time permanent position on completion of three month trial period. There are five shifts on a rota basis per week with five weeks holiday per year, bank holidays are considered to be a normal working day. Staff loyalty scheme is available dependent on length of service. Access to a stakeholder pension applies.