

**Sheldon House, Leicestershire**

**Job Description**

**JOB TITLE:** RESIDENTIAL SUPPORT WORKER (RSW)

**HOURS:** 37.5 average week, shift patterns.

**OBJECTIVE**

The residents of Sheldon House are young adults with severe and complex learning difficulties who can present challenging behaviours. Our objective is to maximise the potential capabilities of all residents - physically, intellectually, emotionally and socially.

**MAIN TASKS:**

- a) To support the personalised development of each Resident.
- b) To respect the dignity and individuality of each Resident and provide the Resident with choices where appropriate.
- c) To ensure a high standard of personal care for each Resident, including matters of physical well being and personal hygiene.
- d) To be aware of the emotional needs and aspirations of each Resident and provide opportunities for appropriate emotional expression.
- e) To accept Key Worker responsibility for individual residents (see over).
- f) To work on a rostered shift system inclusive of evenings and weekends and to also undertake sleep in duty in the absence of one member of night staff (for an additional predetermined payment).
- g) To action and construct Residents' Individual Programme Plans, keeping notes and records as required.
- h) To attend staff meetings and seminars and individual support and supervision meetings with Managers.
- i) To initiate day time activities including training and therapy in conjunction with the daily programme agreed with the Residential Manager.
- j) To support other members of the site staff in their therapeutic / developmental work.
- k) Contribute and adhere to resident behaviour management strategies. Ensure you are consistent and follow the agreed approach in working with resident behaviours. Participate in holding and the restraint of residents where necessary and keep yourself updated with the training in this area.
- l) To undertake any training identified as necessary in order to carry out the role effectively.
- m) To ensure the safety of Residents at all times.
- n) To be jointly responsible for the safeguarding of children and vulnerable adults in our care, it is a requirement of this role that you adhere to all relevant safeguarding policies and procedures.
- o) Work within the spirit and intentions of the Equal Opportunities and Equality & Diversity policies and procedures and report any concerns to your line manager immediately.

- p) Any other duties reasonably considered by the Management necessary for the safe and successful running of Sheldon House.

### **Keyworker Responsibilities**

On successful completion of the probationary period, the duty of 'Keyworker' can be assigned to an RSW.

#### **The Keyworker role within the team:**

Each resident requires a Keyworker who:-

- Knows them well; knows their history, strengths, weaknesses, medical needs, family structure, and the nature of their learning difficulty.

The Keyworker has to focus and co-ordinate the endeavours of the team to provide for the resident's assessed needs in the residential setting.

#### **Main tasks include:**

- 1) To improve the quality of life of the keyperson by ensuring satisfaction of his/her needs.
- 2) To enable the Resident to keep moving forward towards agreed goals.
- 3) To assist the keyperson to keep contact with family and friends.
- 4) To compile written reports on the keyperson's development.

#### **You as an employee are required by The Health & Safety at Work Act 1974 to:**

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;
- Cooperate with the Company to ensure compliance with the law;

#### **And Under the Management of Health and Safety at Work Act 1999 you as an employee are required to :**

- Inform your employer of any work situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.
- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

**Accountable To:**

**Shift Leader**