

Role description
Employed Co-worker

Job Title	Employed Co-worker
Department	Care and Support
Responsible to	Registered Manager
Purpose of Job	
<p>The Support Worker will provide day-to-day support to individuals so that they may live full and meaningful lives.</p> <p>The post holder will provide support, advice, and assistance to residents as needed, including attending to their practical, physical and emotional needs. They will act as an appropriate role model and work closely with all members of the community to enable them to achieve their maximum potential.</p>	
Job Summary	
<ul style="list-style-type: none"> • To assist the Senior Co-worker Team to coordinate the daily living arrangements in the Community, and to ensure that all aspects of the care provided in the Community comply with best professional residential care practice. • To be responsible for the safety and welfare of all living and working within the Community. • To be a positive influence on and act as a role model to the volunteer co-workers living and working within the Community. • Actively engage in promoting the ethos of Tigh a'Chomainn, by encouraging everyone to live and work according to the Camphill philosophy and Social Pedagogy. To be present and actively participate in the annual festivals and community events. • To work flexibly in a way that supports the needs of the house and organisation. Work hours will include mornings, evenings and weekend working. • To be responsive to the needs of the community. 	
Key responsibilities	
Care and Support	
<ul style="list-style-type: none"> • Ensuring that residents live in a setting which fosters their independence and which they find comfortable and are at ease in. • Supporting residents in their daily living, according to their recognized and agreed needs, providing personal care where necessary, adhering to practice which promotes well-being, choice, giving people dignity, and treating them with respect. • Encouraging and supporting service users to develop skills and knowledge to live as independently as possible. • Supporting communication using using appropriate methods and tools as needed. • As part of holistic care ensure that residents have access to recreational, cultural and spiritual activities, both within and outwith the household. • Promote and support inclusion throughout the setting at all times. • Complying with, and having a sound knowledge of, all adult protection guidance, and to act accordingly. • Performing the role of key-worker for the residents and to support others to carry out the role efficiently and effectively. 	

- Supporting good verbal and written communication throughout the service particularly in relation to care plans and record keeping and to ensure that residents are encouraged and enabled to express their opinions and wishes about all aspects of their lives.
- Actively encouraging relationships with others in the wider community, in particular with the relatives and friends of all those living in the household.
- To contribute as part of the key-working team to the development, implementation and review of Individual Care Plans, including Risk Assessments where these are required.
- To be present and actively participate in the annual festivals.
- To work efficiently and effectively to the policies and procedures which have been agreed by the Community.
- Ensure that matters of health and safety are accorded the highest priority, and that all requirements in terms of the law and Council policy are met.
- Any other reasonable duties, as and when required, to meet Tigh a'Chomainn Camphills' needs.

Staff and Team Working

- Supporting and supervising the team of Short Term Co-Workers (our international volunteers) in the household and across the service.
- Taking part in weekly team meetings for the teams in the service, including chairing the weekly meeting for short-term co-workers.
- Attending their own regular Supervision sessions.
- Participate in the annual appraisal process.
- Providing a positive role model for the co-workers alongside mentorship and pastoral care for those taking part in their foundation year.
- Commitment to personal development attending training and events as relevant to the role.

Post holder's signature: _____ **Date:** _____