



# Frances Taylor Foundation

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## DIGNITY AND RESPECT FOR THE INDIVIDUAL

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### JOB DESCRIPTION

**Job Title:** Care and Support Worker (CSW)

**Service:** St. Joseph's Home

**Responsible to:** Team Leader

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**Purpose of the job:** To support people to make choices based on their wants and needs. To participate in activities they enjoy and support them to achieve their full potential. To offer high standards of personal care and support to ensure their health and social needs are met.

### Main duties and responsibilities:

1. Establish and maintain value based relationships with people we support based on the principles of intensive and great interaction. Creating meaningful communication to facilitate choice and dignity in their environment.
2. Ensure reporting and recording requirements are maintained and contribute in developing and reviewing service delivery including care plans and risk assessments. Attending review meetings where necessary and ensuring you act as an advocate for the needs and wants of the people we support.
3. Ensure all person centred plans are centred on the people we support and they are involved in this process.
4. Support people with and/or to administer prescribed medication as detailed in their health care action plan following policy guidelines by receiving medication training and competency based assessment.
5. To complete paperwork daily, use all appropriate forms, tools and resources and complete them carefully and accurately in a timely manner.
6. Support people with their personal care (e.g. toileting, washing and bathing). Enabling them as much as possible with their independence, whilst ensuring high standards of personal hygiene and safety. Maintaining dignity and respect at all times.

7. Advocate and enable the people we support to be an active partner in the choosing, planning, preparing and eating of food. Enabling as much independence as possible, whilst ensuring food hygiene and safety standards in the kitchen are maintained at all times.
8. Work proactively with the people we support to maintain their emotional, physical, mental and spiritual needs. Be responsive to changes or deterioration in their condition and taking appropriate action, as necessary.
9. Enable the people we support to take an active role in their financial affairs including ensuring all benefits are received at the appropriate time if applicable.
10. Enable the people we support in the daily management of their household tasks and other home environment routines, ensuring health and safety standards are maintained at all times.
11. Facilitate and enable the people we support in developing and maintaining effective communications with family, friends, their GP and other professionals and arranging transport and escorting to appointments when required.
12. Raise concerns using the appropriate Frances Taylor Foundation channels, particularly in relation to the safeguarding of vulnerable people using the Organisation's policy and procedures.
13. Enable and support people in our care to engage in activities tailored towards development. Offering them choice, helping them to access suitable facilities within the local community or elsewhere, as appropriate.
14. To work with others to embed the person centred practices and the principles of intensive interaction into service delivery.
15. Attend and contribute to meetings and training events, including the post holder's own supervision and appraisal meetings, as part of self and service development.
16. Maintain confidentiality regarding all aspects of people's affairs and management of the service.
17. Work within the framework laid down by the Care Quality Commission and statutory authorities.
18. Provide support and care to people to enable them to make choices, participate in activities.
19. Carry out these and any other duties as reasonably required in accordance with the Foundation's policies and procedures, in particular those relating to health and safety

Signed: ..... Date: .....  
 Post holder

Signed: ..... Date: .....  
 Line Manager