

## **JOB DESCRIPTION**

**JOB TITLE:** Supported Living Buddy

**RESPONSIBLE TO:** Lead Buddy

### **OUR MISSION:**

“Nurturing and enabling independence for young people with a disability.” To support each other and work as part of the team, respecting every individual’s gifts, skills and qualities, and the unique talents they bring to halow.

### **ROLE PURPOSE:**

To provide personalised support to young people with a learning disability, within their own home, at all times recognising their individuality and independence. Following the individual’s support assessment, profile and risk assessment. Whilst supporting each of the young people individually, to create and maintain positive relationships with their housemates.

### **MAIN ROLE RESPONSIBILITIES AND TASKS:**

#### **To partake in training including:**

- Attending a full role induction
- Participating in staff in-house training as required

#### **To establish a rapport with our young people and their families by:**

- Establishing and maintaining a professional and trusting relationships with our young people within their supported home environment
- Establishing rapport with the families of our young people, specifically relating to their care management
- Acting as a confidant for our young people in managing their personal, domestic, social and psychological needs

#### **To provide care and support services including:**

- To offer group and 1-1 personalised support to young people with a learning disability. Within their own home and whilst taking part in activities in other locations
- To work with the young people meeting the requirements set out in their support assessments, to ensure that they can have a full and active life. This will include; socialising, accessing learning and

work placements, housework, cooking, shopping, personal administration and attending appointments.

- Providing personal care to some of our young people including assisting them with washing, feeding or dressing
- To attend young people's reviews as and when required
- Undertaking any other duties in accordance with our young people support plan
- Regularly feedback to halow on the progress made by our young people and address any concerns that you may have
- Reporting any significant changes in our young people's behaviour or condition

**To promote independence by:**

- Assisting our young people to gain as much independence as possible and to help them to exercise as much choice in their daily lives as they are able

**To be a team player by:**

- To work as part of the team, maintaining clear accurate records and good working relationships

**To promote exemplary personal conduct at all times by:**

- Promoting inclusion and diversity by respecting our young people's rights in relation to their gender, age, disability, sexual orientation, race, religion or other life choice or circumstance
- Ensuring that support is delivered in a manner that demonstrates respect and rights of our young people at all times
- Always act in a manner that ensures the safety of our young people
- Maintaining confidentiality at all times except in the event of a safeguarding issue
- Being flexible in your approach to service provision

**To fulfil the administrative aspects of the post by:**

- Participating and updating our young people's support plans on a regular basis
- Maintaining a transport log regularly and submitting the expense claim in accordance with halow's Expenses Policy
- Administering and reporting on inappropriate behaviour or accidents which may occur

**To fulfil any other responsibilities of the post including:**

- Demonstrating commitment to halow's mission statement and aims
- Adhering to halow care's internal policies and procedures
- Ensuring awareness of your legislative obligations and to adhere to these at all times

*This is a description of the job as it is presently constituted. It is the Organisation's practice to periodically review job descriptions and to update them. This process will be conducted in consultation with you. It is the aim of the Organisation to reach agreement on any changes but if agreement cannot be reached, the Organisation reserves the right to insist on such changes to your job description, after consultation with you.*

**PERSON SPECIFICATION**

	<i>Essential</i>	<i>Desirable</i>
<b>Experience</b>		<ul style="list-style-type: none"> <li>▪ Experience in the field of special needs or working in a similar care environment</li> <li>▪ Experience of assisting in the administering of medication</li> </ul>
<b>Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates an understanding of the role and the work that halow do</li> <li>▪ Willingness to undertake induction and mandatory training as required</li> <li>▪ An understanding of equal opportunities, respect, individuality and promoting independence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates an understanding of learning disabilities</li> <li>▪ Demonstrates further training in care and/or working with people of whom have a learning disability</li> <li>▪ Demonstrates an understanding and/or training in medication</li> <li>▪ Evidence of achievement of the NVQ Level 2 in Health &amp; Social Care</li> </ul>
<b>Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates clear communication skills both verbally and written</li> <li>▪ Enjoys helping others</li> <li>▪ Enjoys social situations</li> <li>▪ Comfortable with 1:1 interaction</li> <li>▪ Physically fit to perform the duties and responsibilities of the post</li> <li>▪ Exert role model behaviour at all times</li> <li>▪ Reliable and trustworthy</li> <li>▪ A team player who is just as capable when alone working</li> <li>▪ Demonstrates a commitment to halow and is an advocate of the great work that the organisation does</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ A driving licence and access to a vehicle which can be used for work purposes</li> <li>▪ A willingness to transport our young people</li> <li>▪ A willingness to work flexibly including weekend and overnight sleep-in's and to respond to change in service provision</li> <li>▪ A willingness to undergo a DBS check in order to work for halow</li> </ul>	