



Job Title	Support Worker
Division / Function	LD / MH Operations
Reports To:	Team Leader / Registered Manager
Responsible For:	N/A

Job Purpose

To provide support and deliver our vision to create *'a world where people control their lives'* to the people AFG support in line with each individual's personalised plan. To enable and support people to be actively engaged in their living environment and within their local community.

- To support people to design, develop and own the support they receive by planning 'with them', making an effective contribution to Personalised Planning.
- To support people to make informed choices and increase their independence and to follow the principles of the Mental Capacity Act when someone has difficulty making a specific decision.
- To support people to exercise their cultural beliefs and practices.
- To enable people to form and maintain relationships of their choice.
- To support people to maintain their home/living environment.
- To promote & increase independence for the people we support.
- To enable the people we support to take positive risks in their lives.
- To ensure the people we support are not abused, neglected or ill-treated. To stop any such poor treatment, make the situation safe and report any concerns to line management, On Call Manager or if need be through whistleblowing procedures.

Living our Values:

Our values guide us in the way we live our lives and influence the decisions and choices we make. Here at AFG we live our values in everything we do, demonstrating them whilst supporting people and when working with colleagues, managers and other people that we may come into contact with during the course of our day. This is why we have amazing people, doing amazing things, every day. **Our values are:**

We are one	We raise the bar	Every Person Matters
We make a Positive Difference	We take ownership	

<https://www.afgroup.org.uk/be-part-of-an-amazing-team/values-based-recruitment/>



Our Support Workers will demonstrate our values by:

- Developing positive relationships with the people we support, focussing on individual outcomes. Working with the team to deliver the things that are important to the people we support.
- Ensuring that the people we support are central in the planning, execution and review of all work
- Demonstrating the principles of person-centred practices.
- Acting as a role model and ambassador of AFG

General Duties (Principle Accountabilities):

1. Enabling Support

- To actively participate in helping people draw up their Personalised Plan and, following the agreed plan, provide input when required, reviewing and refreshing the plan to ensure the needs of the person are met.
- To support people to develop and maintain relationships, as identified in the individual's Personalised Plan and facilitate the development of new relationships
- To support people to make informed choices around a healthy lifestyle.
- To support people to meet their leisure, work, social, emotional and spiritual needs.
- To support people to connect with their community in accordance with their wishes as identified in their Personalised Plan.
- To support people in managing their finances to ensure financial independence and stability.
- To support people to maintain a suitably clean and safe living environment.
- To support people to access other support mechanisms through effective signposting as outlined in their Personalised Plan.
- To support people to maintain the safety and security of their home.
- To enable people to maintain their health & wellbeing including support with medication and/or personal care needs if identified within their Personalised Plan.

2. Training & Development

- Participate fully in training and development in accordance with the Alternative Futures Group development programme for Support Workers and any external training as required.
- Attend and actively participate in supervision sessions and performance reviews.
- Attend and actively participate in team meetings.
- Develop and share skills to aid in the provision and improvement of support.



3. Code of Conduct

All staff must uphold the Skills for Care Code of Conduct for Healthcare Support Workers and Adult Social Care Workers. You will be given your Code before you begin to work for AFG. The Code describes the standards of conduct, behaviour and attitude that the public and people we support should expect. You are responsible for knowing the Code and have a duty of care to ensure that your conduct does not fall below these standards.

4. Further Responsibilities

- To deliver Our Vision in accordance with the organisation's aims and objectives, and Policies and Procedures.
- To comply with the Skills for Care Code of Conduct for Healthcare Support Workers and Adult Social Care Workers.
- To treat all people with dignity and respect always promoting an environment free from bullying, harassment and intimidation.
- To take responsibility for own health and safety and that of the people the organisation support, members of staff and others. To report any areas of risk to the Line Manager.
- To report and record information and learning in accordance with requirements.
- To work effectively as part of a team.

5. Infection Control


All employees are required to be familiar with and comply with infection prevention and control policies relevant to their area of work.

6. Health & Safety

You have a legal responsibility not to endanger yourself, your fellow employees and others by your individual acts or omissions. The post holder is required to comply with the requirements of any policy or procedure issued in respect of minimising the risk of injury or disease. All accidents must be reported to your Line Manager and in line with the general philosophy of the organisation. As such, all staff are required to work in accordance with the Health & Safety at Work Act.

7. Confidentiality

As a member of staff for Alternative Futures Group you are expected to uphold the principles of confidentiality and protect all information from inappropriate disclosure. This is particularly important where the information is of a personal or sensitive



nature. Alternative Futures Group has developed procedural guidance to support staff in understanding their responsibilities regarding confidentiality and disclosure which must be adhered to at all times.

Please Note: All employees should be aware that due to the nature of work Alternative Futures Group undertakes there are elements of risk relating to behaviours that may be described as challenging and moving and handling. Appropriate training will be offered and staff will be required to participate. There may be a risk due to passive smoking.

Responsibilities common to all employees

- Demonstrating good judgment and sound decision making by reflecting an appropriate situational awareness, understanding of context and making informed choice when reaching decisions.
- Leading and promoting initiatives that support our organisational aim to be socially and environmentally responsible.
- Leading and supporting initiatives/projects that promote AFG as a digitally enabled organisation.
- Establishing, maintaining and developing professional working relationships with colleagues and external partners.
- Contributing generally to the development of quality services.
- Upholding the values, mission and vision of AFG at all times.
- Adhering to AFG policies and procedures and to operate within the law at all times.
- Demonstrating continuous professional development, encouraging others to do the same and to operate within the AFG performance management framework.
- Working with Corporate teams effectively to ensure the best outcome for the people supported.
- Complying with Equality and Diversity policy.
- Complying with Code of Conduct.
- Working flexibly in accordance with organisational need.
- Travelling within the operational and business area of AFG.
- Acting with integrity, transparency and openness at all times.

This job description is a guideline and is in no way restrictive or definitive and non-contractual. It is subject to annual review with the post holder to meet the changing needs of Alternative Futures Group.