

Lancashire County Council

Operational Context Form

Post title: Enablement Support Worker					
Directorate: Operations and Delivery Adults			Location:	East / Central / North	
Establishment or team:		Lancashire Adult Disability Services		Post number:	--
Grade:	5	Staff responsibility:	No	Essential Car user:	Yes

Scope of Work – appropriate for this post:

The purpose of this job is to:

To work within the ethos and values of the Adult Disability Service which provides high quality supports that afford people dignity and respect in accordance with the principles of person centred practice

Support people with a range of disabilities, which may include supporting people who have complex health or behavioural support needs to gain more control over their lives, and to promote and develop independence

to develop links for people within the local community to maximise their inclusion and participation according to their interests, needs and wishes and encouraging natural supports for social inclusion

To support the delivery and implementation of an enablement support plan for individuals to develop and learn new skills to promote and increase independence

Support people within a range of settings as required – building or community based including working within the family home where appropriate

Promote Equality and Diversity within the service and the wider community

Provide safe, flexible and responsive supports in line with current statutory requirements and legislation

To work flexibly at various times of the day as required and to travel across wide geographical area in timely manner

To work with parent carers and providers to support a person to develop skills and increase independence

Accountabilities/Responsibilities – appropriate for this post:

Core tasks (normally 6 but exceptionally up to 10)

1. To support people using person centred approaches which will include:
 - a) getting to know the person
 - b) active listening and responding
 - c) involving people using communication/language that is meaningful to that person
 - d) developing accessible information
 - e) providing feedback to others and advocating for the person with a disability as appropriate
 - f) promoting equal opportunities and positive images of people with disabilities

2. To support people for an agreed period of time to develop and increase independence and achieve agreed goals in enablement support plan by:

- a) Providing direct support and guidance to enable people to develop new skills in accordance with agreed enablement support plan
 - b) assisting with the development and implementation of enablement support plans
 - c) accessing Advocacy Services as appropriate
 - d) maintaining complete and accurate records relating to the individual in accordance with agreed policies and procedures which will include adherence to data protection.
 - e) ensuring people are at the centre of any planning about their own lives
 - f) Monitor, record and contribute to the evaluation and review of individual's progress against the agreed enablement support.
 - g) Participating in review meetings at which the enablement support plan and goals are agreed and discussed.
 - h) liaising and working closely with a range of other support services, agencies, families/carers and other stakeholders as directed
 - i) enabling people to become active and valued members of their own communities
 - j) developing risk assessments and management plans as required to promote and support enablement process
 - k) To support a range of providers with aspects of the implementation of the enablement support plan
3. To support people with dignity and respect in order to meet their day to day needs,
4. To work as a team member including:
- a) good written and verbal communication including the presentation of reports under the direction of senior staff
 - b) demonstrating a willingness to share duties and work flexibly
 - c) supporting each other and applying consistent working practices
5. To support people to develop and learn skills through a range of opportunities and experiences, either from their own home or in a community setting, including:
- a) employment and volunteering
 - b) adult learning
 - c) social and leisure
 - d) household tasks and personal care tasks
 - e) travel training
6. To work within and support the delivery of current relevant national legislation and standards and practice guidelines at all times, including:
- a) Service specific operational policies
 - b) Health & Safety
 - c) Confidentiality
 - d) Safeguarding Adults
 - e) Enablement Service Processes
 - f) Care Quality Commission
 - g) Information Governance and Data Protection
7. To take an active role in your own personal and professional development through supervision, appraisal and training opportunities which will include attendance at various training venues across the County.

Additional Supporting Information – specific to this post:

- 1) Responsibility for the security of buildings, equipment and resources as directed by the line manager.
- 2) You may be asked to use your own car or public transport for business purposes as agreed by your line manager e.g. to attend training or meetings, in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.
- 3) All new appointments will be required to complete a programme of induction and mandatory learning including completion of the care certificate during the probationary period.
- 4) Applicants who do not hold NVQ Level 3 at the time of appointment will be required to complete QCF Level 3 Diploma in Health and Social Care* within the first 2 years of employment (*where applicable*)
*Please note this training will be funded by the Service
- 5) Attendance is required on all mandatory training
- 6) Attendance will be required on further specialist training to support an individual's health or social care needs
- 7) Display the LCC values and behaviours at all times and actively promote them in others

Prepared by:

Nicola Clear

Reviewed by:**Date:**

June 2017

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post holders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.