

## JOB DETAILS

POSITION	Community Caseworker
JOB TYPE	Permanent
SALARY GRADE	6a
LOCATION	Brighton area
DEPARTMENT	Casework
REPORTS TO	Operations manager

### Overview

At Sussex Empowered Living we specialise in supporting adults aged 18 to 65 with mental health conditions, learning disabilities and autism. We help those under our care and support to achieve their personal goals and maximise their independence within their own homes and in the local community. This could involve supporting them in key areas including, but not limited to, life and home skills, work and education access and emotional and behavioural wellbeing.

### Job Purpose

To provide person centered support to Sussex Empowered Living's Service Users in line with the organisation's mission to promote health, wellbeing and independence.

### Salary

Wages will be paid monthly in arrears by automatic bank transfer at a rate of £10.28 per hour (£20,050 per annum), increasing to £11.93 per hour (£23,263pa).

### Probationary Period

All employees must successfully complete a 3-month probationary period beginning on the date of employment commencement. Sussex Empowered Living Ltd. reserves the right to extend the probationary period should more time be required to assess the employee's performance.

### Hours of Work

The hours of work will be 37.5 hours per week (excluding 2.5 hours per week of paid meal breaks) averaged over a 7-day period to include weekdays, evenings, weekends and bank holidays. Employees will work in accordance with a shift rota which is completed 4 weeks in advance.

### Annual Holidays

The annual leave entitlement will be 5.6 weeks per year, rising to 6 weeks per year following 3 years of continuous employment.

## Job Description

### Principle duties and responsibilities (in no order of priority):

- To promote the health, wellbeing and independence of Sussex Empowered Living's Service Users in accordance with individual Care Plans and company policies and procedures, ensuring:
  - you remain up-to-date with knowledge of individual Service User care and support requirements
  - Service Users are encouraged and supported to make informed choices over activities and support approaches, both within the home and in the community
  - Service Users' rights are protected, and they are aware of and supported to understand and exercise them always
  - that the dignity and individuality of Service Users is respected and promoted always
  - that Service Users are made aware of the link between physical and mental health and wellbeing and options are provided to increase physical fitness where possible and appropriate
  - therapy is promoted, incorporating a holistic approach to meeting the philosophy of care at Sussex Empowered Living Ltd.
  - appropriate and necessary records are kept in the appropriate format and in the correct way (accurately, up-to-date and completed in a timely manner)
  - support is provided with medication, preparing meals, handling sensitive paperwork and documents and prompts are provided where necessary for the Service User to maintain their personal hygiene
  - Service Users are supported to maintain their home and relationships with neighbours and the wider community
  - risks to yourself, Service Users and the public are minimised during emergency situations
  - behaviours are managed in accordance with provided training and company policies and procedures
  - confidentiality is maintained always
- To promote effective communication and relationships with Service Users, their wider formal and informal support networks, work colleagues and other agencies and professionals
- Work autonomously, as a lone worker where required (with telephone support), within the limitations of the role and solve day-to-day problematical issues as they arise and raise concerns or summon assistance where and when required
- Work as an active and autonomous member of staff within the provision of an emergency on-call service (as might be required from time-to-time) and 7 day working
- Be a named key-worker and be responsible for the development and maintenance of the Care Plan for your respective key-client(s) in accordance with the relevant policies and procedures.

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- Work in co-operation with members of multi-disciplinary teams to maximise opportunities for service user therapeutic care
  - Participate in meetings as appropriate and attend regular supervision and appraisal sessions
  - Participate in all training courses, including Diploma in Health and Social Care (where necessary)
  - Ensure the safety of Service Users, carers, yourself, other staff and the public, by maintaining a safe environment and reporting faults and concerns where necessary.

**This is not meant to be an exhaustive list. The job holder may be required to undertake other duties as may be reasonably required from time to time.**