



support you can
be sure of

JOB DESCRIPTION

POST : ENABLER
STANDARD SALARY RANGE : £7.25 - £10.25 per hour
EXPENSES : Enabler will be reimbursed with amounts incurred in the performance of their duties and sanctioned by the Registered Manager in accordance with our Mileage and Travel Allowance Policy.
ANNUAL LEAVE : 28 working days inclusive of bank holidays, pro-rata
HOURS : The normal working week is 40 hours, which is based on a rolling rota covering 365 days a year. Actual hours are depending on the requirements of the service and any rota applicable to the post.
CONTRACT OF EMPLOYMENT : Issued on appointment to the post.
EMPLOYEE HANDBOOK AND GUIDE FOR ENABLERS : Issued during induction, containing full information of the Terms and Conditions of Employment and the Policies and Procedures of SureCare Enabling (Bath & Mendip)
ELIGIBILITY TO WORK : Under the Asylum and Immigration Act 1999 SureCare Enabling (Bath & Mendip) has a responsibility to ensure that all employees are eligible to work in the UK. Consequently before you can commence to work you will be expected to provide evidence of your eligibility to work in the UK. This may be your birth certificate, passport, work permit or other document confirming your right to work in the UK.
GENERAL RESPONSIBILITIES <ol style="list-style-type: none">1. To work as part of a dynamic team to provide a totally person-centred service.2. To work directly with service users in a person-centred way as set out in their individually tailored Service Plan forming the basis for effective interventions. In doing so contributing to an environment where service users are encouraged and supported to live lives of their own choosing as included members of their community.3. To be committed to working in an organisation where the input of staff and service users is heard and valued.4. To promote and abide by SureCare Enabling (Bath & Mendip)'s principles and values and ensure SureCare Enabling (Bath & Mendip)'s commitment to enablement underpins all areas of work.5. To be fully aware of, and to work within all Policies and Procedures in compliance with the Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 and the Care Quality Commission (Registration) Regulations 2009.6. Maintain awareness of legislation and practise changes and to be equally aware of tasks and activities that must not be undertaken as part of your duties.
MAIN DUTIES AND RESPONSIBILITIES <ol style="list-style-type: none">1. To spend the majority of the time working directly with service users, supporting them to achieve the goals set in their individual Service Plans, spending time as directed and on own initiative where appropriate.2. To establish a positive rapport with service users, enabling them to gain in confidence by

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reinforcing their progress and achievements, and increasing their self-esteem by developing awareness of their own qualities, attributes, abilities and skills.

3. To encourage choice and self-determination, promoting increased independence at all times for all service users.
4. To enable service users to seek out new opportunities, activities and experiences and to facilitate social interaction and to encourage engagement in their local community.
5. To adopt a positive and robust approach to supporting service users through crisis situations, which may sometimes be manifested as challenging behaviour.
6. To be aware of your own and the service user's health and safety and adopt a positive approach to harm minimisation, reporting any occurrences or potential hazards to the Registered Manager.
7. To provide direct and practical support to enable service users to maintain their home, perform domestic tasks, operate safely in the kitchen, do their shopping, to meet their personal care needs, to develop and maintain relationships and engage in community etc, whenever necessary to maintain acceptable standards of health and safety in their living environment.
8. To promptly maintain accurate and relevant information and update individual files and records.
9. To contribute to service planning.
10. Ensure that all information is accessible and in a format relevant to the individual.
11. To give clear and comprehensive handover to colleagues at the end of the shift, completing task sheets and other records as appropriate.
12. To provide cover for colleagues as directed by the rota Co-ordinator.
13. To assist in maintaining effective relationships with service users, team members, key persons and the wider community.
14. To attend service user reviews and to contribute to the process and support the service user through the process, as required.
15. To attend staff, team supervision and quality management review meetings as required.
16. To attend training courses when required and to complete all specified initial training to basic level of competence in practice standards within your probationary period. This initial training will include an induction course, training on policies and procedures, moving and handling, basic food hygiene, legislation surrounding Health and Safety at Work and COSHH. In addition, the initial training will include awareness training in the following: **a.** Disability awareness, **b.** Introduction to learning disabilities, **c.** Vision awareness and sighted guide, **d.** Epilepsy awareness, **e.** Diabetes awareness, **f.** Introduction to mental illness, **g.** Introduction to dementia, **h.** Dealing with death, dying & bereavement, **i.** Multiple Sclerosis awareness, **j.** Person-centred planning.
17. To be willing to undertake further training as agreed with the Registered Manager, exploring opportunities to increase and enhance confidence and competence in working with service users with complex needs.
18. To undertake other duties and responsibilities appropriate to the post as directed.