



**COQUET**  
T R U S T

**Job Description**  
**Support Worker**

**Reports to:** Support Team Manager  
**Accountable to:** Operational Manager

**Role**

Work as part of a team to provide an excellent quality of support that empowers and people and enhances their lives, whilst at the same time minimising the risk that they will experience any kind of abuse.

Carry out all reasonable tasks allocated by the Support Team Manager, or their deputy, to an acceptable standard.

**Responsibilities:**

1. To fulfil the standards set out in the Coquet Trust Staff Handbook.
2. To work closely with the Support Team Manager/s and the team to ensure that all of Coquet Trust's Policies and Procedures are met to a high standard. And to comply immediately with changes that the organisation may make to these from time to time.
3. To contribute towards the smooth working of the team by having a positive and supportive relationship with colleagues and others involved in the care of tenants.
4. To participate in all aspects of household duties and to carry all tasks out to the highest standard, as directed by the Support Team Manager/s.
5. To provide care and support of the highest standard at all times, as described in the individual's support plans and other relevant documents.
6. To bring to the attention of the Support Team Manager/s any concerns relating to the care and support and well being of people being supported.
7. To use your own initiative, where necessary, when working with tenants and colleagues.
8. To support tenants in their decision making.
9. To ensure that tenants' health needs are met

10. To work positively towards the stated aims of the individual being supported, the service, and the organisation.
11. To assist everyone you support to work towards their goals using the Person-centred Planning process.
12. To work closely with the Support Team Manager in respect of tenants' personal financial affairs.
13. To take part in training and development programmes as required by the organisation.
14. To engage positively in supervision and review of your performance at work.
15. To maintain confidentiality of all information disclosed to you in relation to the organisation and the people whom you are supporting.
16. To be prepared to work at any location which the Trust thinks is best for your development, or to meet its aims and commitments.
17. To work as a lone worker when required.



**e-mail:**  
**[headoffice@coquetttrust.co.uk](mailto:headoffice@coquetttrust.co.uk)**



INVESTOR IN PEOPLE

## SUPPORT WORKER

### Job Specification

	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Education and Qualifications</b>	Basic Literacy and Numeracy  To work towards a NVQ 2 or 3 in Social Care	NVQ 2 or 3 in Social Care	Application Form Interview
<b>Experience</b>		Experience in working with people with Learning Disabilities	Application Form Interview
<b>Skills</b>	Excellent communication skills  Good interpersonal skills  Ability to work independently and as part of a team  An ability to represent Coquet Trust positively in every area of practice	Full clean driving licence	Application Form Interview
<b>Knowledge</b>		Knowledge of Care Quality commission  Knowledge of O'Briens principles	Application Form Interview References
<b>Personality</b>	Honest Trustworthy Reliable Flexible		References Enhanced DBS