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| Job Title: | Children’s Learning Disability Support Worker |
| Reports to (job title): | Clinical Lead / Registered Nurses |
| Line Manager to: | N/A |
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## Job purpose

To provide support to the Registered Nurses to provide nursing care, support, training, health advice and education to children and their families and carers at home and in the community working in close partnership with a range of other statutory and voluntary agencies.

To provide children and young people with the opportunity to express their views in an individually appropriate way, having to have their opinions considered to develop the services.

The successful candidate will work under the direction of the Registered Nurse.

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

* HCRG Care Group is committed to serving our community. We co-ordinate our services with secondary and acute care.
* We make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.
* We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.
* HCRG Care Group operates ‘non-smoking’ policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.
* All employees must demonstrate a positive attitude to the company’s equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion, or belief and will treat patients, colleagues, and members of the public with dignity and respect.
* If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.
* Assist the nurses in managing the day-to-day support of the service, offering health care advice as delegated by the Registered Nurses.

**Working conditions:**

* Occasionally may have to undertake assessment in chaotic, unhygienic environments.
* Working in children and young people’s home, schools, communities and other settings.
* Mental Effort: May be required to be alert to sudden changes in the behaviour patterns of children and to respond accordingly.
* Will be required to undertake assessments and report writing under supervision.
* Will regularly be required to interpret behaviours influencing nursing care and informing the implementation of packages of care.
* Works within delegated autonomy and manages own scope with support from Registered Nurses.
* Provides advice and support to parents, carers, and families in line with set policies and procedures.
* Maybe expected to attend a range of meetings supported by colleagues/managers and occasionally independently.
* Responsible for own professional development, participation in annual performance reviews, and supervision in accordance with organisational and professional policy and standards.

**Physical Skills**

* Utilise appropriate skills with children and young people with learning disabilities.
* To provide a wide range of interventions to meet the child’s clinical needs.
* To provide practical care and sensitive support to the child or young person and their family.
* Provide a range of clinical skills requiring dexterity and accuracy.

**Communication and Relationship Skills**

* To be child and young person centred, to respect individuality, dignity, and choice and to provide a high standard of care for the child’s ultimate benefit.
* To communicate effectively with all children.
* To communicate effectively, on a frequent and daily basis, with children and their families and a wide range of professionals regarding clinical issues and activities of daily living.
* To assist in the provision of comprehensive care plans for children and young people which will inform and support care packages.
* To promote care within the family unit recognising the families wishes.
* Will have to communicate sensitive and challenging information.

**Analytical and Judgement Skills**

* To support the nurses in undertaking specialised interventions reflecting the child and young person’s needs.
* To be responsible for effective identification and prompt reporting regarding welfare and safeguarding children concerns and issues.
* To support the nurse to accurately assess and immediately adjust specialist input and support to reflect the child’s needs in all settings.

**Planning and Organisations Skills**

* To be allocated a workload balancing numerous demands.
* Requires some flexibility in planning to meet the daily demands on time.
* Work closely with other team members to provide a cohesive service.
* Work closely with all agencies to promote inclusion and ensure children and young people with learning disabilities to maximise their potential.
* Interfacing with and strengthening working relationships with other teams.
* To assist in the planning, implementing and evaluation of programmes of care for individual children and young people with learning disabilities under supervision by the Registered Nurses.
* Responsibility for development and provision of Information Resources.
* Maintain prompt and accurate records in accordance with organisational, national, and professional standards.
* Responsible for personally generating observations and updating children’s records.

**Responsibility for Research and Development**

* Participate in evidence-based audits and contribute to research projects to further own and team’s clinical practice.
* Ensure clinical skills and mandatory training is up to date.

**Responsibilities**

* To assist in the provision of specialist learning disability nursing support, advice, and interventions within the multi agency ethos of Wiltshire community children’s services, to children and young people with learning disabilities and their families.
* To be allocated delegated tasks for children with learning disabilities.
* To co-work with other professionals to support the child and family’s nursing needs.
* Providing clear advice to the child, family, professionals, and care workers as directed by the Registered Nurse.
* Implement both direct and indirect and robust programmes of intervention.
* To be aware of client entitlements and rights and work within, and promote, an ethos of inclusion across all settings.
* To support child’s needs in all settings.
* To promote self-advocacy and to act as an advocate for clients and families.
* To provide relevant teaching and support packages to children, families, carers, and other professionals as trained to do so.

**Responsibility for Policy and Service Development**

* To participate in multi professional meetings as directed by the Registered Nurse.
* To assist in the implementation of national local guidelines, policies and procedures affecting the development of services for children and young people.
* To assist in the implementation of legislation affecting clinical practice.
* Adhere to clinical policies and protocols and contribute to ongoing policy development.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don’t translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there’s only three, but because they are unique to who we are. We care, we think, and we do.

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| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * Accountability * Involve * Resilience |

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company’s employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management:  NHS Code of Practice](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/code-of-practice-on-confidential-information) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

* Completion of annual information governance training
* Reading applicable policies and procedures
* Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
* Ensuring the security and confidentiality of all records and personal information assets
* Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
* Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
* Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
* Adherence to the clear desk/screen policy
* Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company’s medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company’s medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

Essential

* Experience of working with children with additional needs
* Able to work collaboratively within a multi-disciplinary interagency team.
* Ability to reflect and critically appraise own performance.
* Ability to organise and respond efficiently to complex information.
* Ability to prioritise own workload, balancing numerous demands and meeting deadlines.
* Commitment to client-centred practice.
* Ability to pass on skills/knowledge to others within both formal and informal environments.
* Ability to communicate effectively complex and sensitive written and verbal information.
* Ability to maintain accurate records within professional and organisational guidelines and process.
* Basic IT skills (or willingness to learn)
* Experience of working within the community/primary care setting.
* Ability to travel to meet the needs of the job.

Desirable

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| Employee signature |
| Manager signature |