



### **Volunteer Support Worker Job Description**

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#### **Section 1: Core Role – Support Worker**

##### **Core Role and Responsibilities**

Assist the Head of Care, Deputy Head of Care, Care Coordinator, House Coordinator, Team Leader and other Support Workers in their roles.

As Support Worker you will be responsible for the following areas within your house:

- Liaise with House Coordinator, Team Leader and other Support Workers daily and when necessary
- Inform senior care staff of significant events such as illnesses, accidents, incidents, concerns etc. as soon as practicable
- Inform senior care staff of any changes in behaviour or health, which may affect the general well-being of the pupils.
- Accompany pupils to medical appointments as required
- Engage and help to order and purchase food and other household supplies according to budgets with agreement of senior care staff
- Organise leisure and free time activities for pupils
- Write record all necessary information
- Communicate effectively with colleagues
- Pass on relevant information to night staff regarding pupils
- Manage pupils personal allowance
- Keep house clean and hygienic
- Take part in supervision and mentoring sessions as well as appraisals
- Report maintenance needs
- Taking part in the weekly house meeting
- Ensure that all incidents and accidents are recorded as stated in the Schools policies
- Ensure all pupils records such as weight charts etc are filled in on a regular basis
- Assist with and help organise laundry for the house
- Meet with senior and all house care staff once a week or when required
- Be prepared to work in another house as needed and required by the Sheiling School
- Participate in Festivals and Community activities
- Take part in the regular reviews of the pupils in your house to update Placement Plans, Risk Assessments, Positive Behaviour Management Plans and any other relevant documents
- Participate in training, meetings and personal development

- Carry and support the cultural and social life in your house community. Work in accordance with the Mission Statement of The Sheiling School as a Camphill Community

**Accountability**

As Support Worker you are accountable to the House Coordinator and Team Leader in your house, the Head of Care, Deputy Head of Care and Care Coordinator and ultimately to the Trustees of the Sheiling School.