**Marlans Silver Lining: Support Technician/Direct Support Professional**

**POST:** Support Technician

**Employee:** To provide high quality support and services to all those in service

**RESPONSIBLE TO:** Manager, DDP and or Supervisor

**MEASUREMENTS:** Quality of care provided to be throughout your assigned shift.

**PURPOSE OF POST:** To work as part of an energetic team providing high quality care and support to the individuals we serve.

**MAIN RESPONSIBLITIES:** To assist with activities of daily living, general observation and assistance for safety and wellbeing of the individuals and to protect their rights.

**Duties and Responsibilities:**

* General housekeeping cooking, shopping, domestic duties etc., and helping to maintain all aspects of their domestic lives
* Providing help with all aspects of personal care
* Facilitating socialization and social activities meals out, going for a drive
* Facilitating socialization and social activities community outings meals out, person centered activities
* Monitoring progress and recording notes on daily record sheets such as ISP goals community outing track bowels keep up with scheduled doctors appts relating to each shift
* Monitor and help individuals meet their desired outcome on hopes and dreams as discovered on ISP or as verbalized.
* Ability to take individuals to their Drs appointments and relay accurate information on follow up and new orders and follow through reporting as necessary.

Perform and document fire and disaster drills

* To support individuals to access appropriate health care provision enabling them to make an informed choice regarding any prescribed treatment.
* To create opportunities for individuals to develop establish and maintain personal relationships and social networks, which encourage greater participation and integration in their chosen community activity
* To carry out duties as the Agency reasonably stipulates
* Preserve independence & dignity.
* Managing any incontinence with both dignity and respect
* Report any changes/issues concerning the individuals
* Observation of mental alertness and general physical condition or change in this area
* Reading and abiding by agency and state policies
* Supporting and understanding each individual needs
* To report back any areas of risk, not previously identified, to manager
* Maintain confidentiality and committing not to divulge information to third parties unless consent to share information has been given in writing by the individual

* To promote equal opportunities and respect diversity, different culture and values
* To participate in training courses/seminars held internally and by outside agencies
* To prepare, attend and engage in regular supervisions, appraisals and performance review accepting and providing constructive feedback
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**Essential Skills:**

* Experience in working with adults who have learning/multiple disabilities
* An understanding of the needs of adults with learning disabilities who are vulnerable within society
* Experience of providing care to people living in the community
* Demonstrate ability to relate professionally and respectfully to people with learning disabilities
* Physically fit and able to undertake safe manual handling practices
* Good verbal and written communication skills
* Good telephone manner and good level of spoken English
* Observant and sensitive to an individual needs
* Ability to communicate with outside agencies and other professionals
* Ability to work autonomously and productively as part of a team
* Knowledge of food hygiene/manual handling/health & safety standards and practices

**Qualifications:**

* At least 18 years old
* Current driving license
* Experience of providing care to individuals living in the community
* Current negative TB skin test
* Current CPR/First Aid current.
* Must be able to pass a background check
* Minimum high school education

**TRAINING:** Support Technicians and DSPs will receive orientation and training on the job and will be to expected to attend on-going training to maintain their skills and to comply with Marlans and DBHDD standards.

**DRESS CODE:** A clean and neat appearance is required. No open toed shoes. Jewelry must be kept to a safe minimum. Comfortable scrubs to allow free movement. \*See employee handbook Dress and Grooming\*

**Performance:** Evaluations will be performed for measurement of quality and quantity and performance of job.