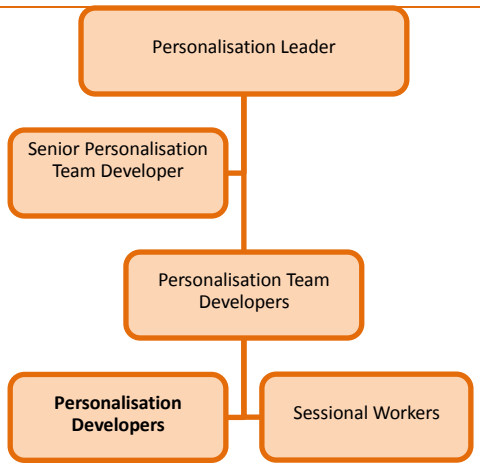
Job Description & Person Specification

Job Title	Personalisation Developer (Support Worker)
Core Purpose of Role	Aspire Personal Development Services are committed to the ongoing development of the people we work with and the staff teams who work with them. The Personal Developer will work within an individual's service to ensure that Aspires clear focus and priority is on meeting the people we work with aspirations and outcomes. The Personal Developer will at all times focus on the individual to achieve the things that matter to them, working effectively with internal teams and external people, such as families to achieve this. This means helping people to make choices and decisions through exploring and accessing opportunities that help them develop a lifestyle that is meaningful and rewarding whilst achieving their personal outcomes. Travel throughout Lanarkshire and surrounding areas would be an expectation of the post holder.
Organisational Position	
Key Outcomes	
1.	Work to deliver outcome based support plans with people who use our services.
2.	Work with individuals to identify development areas by using a balanced approach with an emphasis on advice and encouragement.
3.	Working alongside the person; their family and personalisation team developers to undertake motivation interest's assessment.
4.	Develop a positive working relationship with people we work for, their families and others involved in their individual service to ensure effective individual personalised working is established and maintained to meet their needs and expectations
5.	Help Individuals stay safe and well while they live in their own home; monitor their mental and physical health and encourage them to take appropriate action to safeguard and maintain their health e.g. calling a doctor if they are unwell.
6.	Identify and work with Individuals to access resources in the local community
7.	Responsible for completing and submitting timesheets and any other related returns timeously
Accountability	
1.	To work within and adhere to Aspires Policies and Procedures
2.	To attend Support & Development sessions and Annual Appraisal
3.	To attend Team Meetings for Individual Services
4.	To Ensure all household records such as communication book; running notes, medications, financial transactions or accidents and incidents meet Aspires procedures and the requirement of SCSWIS and reporting of such are timeously complied with.
5.	Communicate with Line Management
6.	Maintain Confidentiality at all times
7.	Take responsibility for own personal development and learning
8.	Follow Health and Safety protocols to ensure the safety of yourself, colleagues and individuals with who you work

Job Description & Person Specification

Aspire Core Values	
Demonstrate a commitment to Aspire Core Values	Each person has the right to receive respect for, and consideration of, their own individual qualities and diverse backgrounds – social, cultural, ethnic and religious.
	Each individual shares the same universal needs for somewhere to live, to have meaningful relationships and purposeful activities.
	We are committed to working in partnership alongside individuals, assisting them to maintain any existing positive and supportive relationships with family and friends and increase opportunities for establishing new ones.
	Each individual has the right to lead a full, socially valued and inter-dependent life within his or her community. This includes the right to employment opportunities.
	We believe in encouraging individuals to gain confidence, self-respect and practical skills in maintaining **a** healthy and safe lifestyle to enable them to take as much control over their lives as possible, including real decision-making powers in shaping the services provided in respect of them.
	We recognise the importance of providing flexible support services which evolve in accordance with the changing needs and aspirations of individuals.
	Each person has the right to receive respect for, and consideration of, their own individual qualities and diverse backgrounds – social, cultural, ethnic and religious.
	Each individual shares the same universal needs for somewhere to live, to have meaningful relationships and purposeful activities.

Core Competencies of the Role	
Outcome Focussed *Maximises personal contribution to the outcomes of the people we support*	**Building Relationships** *Works and acts effectively to build great relationships for the services and individuals we support*
Communication *Maximises Opportunities for effective and accurate communication and is Demonstrates excellence in communication.*	**Personal Integrity** *Matches words with Actions to build trust and respect.*
Drive *Strives to achieve results through determination, quality and commitment. Keeping things going when things are difficult.*	**Developing Self & Others** *Contributes to an environment in which self and others are motivated and inspired to learn, develop and share knowledge*

This job description is not exhaustive and I understand that from time to time I may be required to undertake additional duties as reasonably requested by my manager. I understand and agree to work to the terms as indicated on this job description

Name (Print)……. Signature……. Date……

Please return a signed copy of this job description to the HR section for your personal file.

Job Description & Person Specification

Person Specification

Qualities	
Essential	A sound value base in respect of the rights of vulnerable people to live ordinary lives
	A commitment to individuals being at the centre of decision-making as far as possible.
	Treat individuals with dignity and respect.
	To be creative and positively focused on solutions rather than problems
	To be highly flexible, providing the service that the individual wants and needs and provided at the times and places required.
	Commitment to working with individuals and as part of a team.
	Recognition of what local communities have to offer.
	Willingness to develop self and others.
	A common sense, down to earth approach.

Education / Qualifications	
Essential	This post will be registered with the SSSC and the post holder should have an appropriate health and social care qualification at level 2 or equivalent professional qualification or willingness to work towards this is essential.
Desirable	SVQ Level 3
	Registration with My SSSC

Experience / Skills / Knowledge	
Essential	Excellent Communication Skills (Written and Oral)
	Active Listening Skills
	Excellent interpersonal skills and an ability to interact with a wide range of individuals and groups.
	An ability to problem solve
	An approachable and friendly manner
	To be able to support people in leading ordinary lives
	Ability to follow agreed action plans.
	Ability to use your personal skills to help the individuals you support develop.
	An understanding of the need to follow Health and Safety Guidelines.
	Experience or willing to carry out personal care
Desirable	Proficient computer skills
	Previous Experience within a similar role is advantageous

Other Essential Requirements	A full clean driving licence and access to a vehicle insured for business use.