



# C-CHANGE

SUPPORTING GOOD LIVES

## Job Description

### Personal Development Worker

**Job Title:** Personal Development Worker (PDW)

**Reporting to:** The person you work for, their family and circle of support, Support Advisor, Area Lead.

#### 1. JOB PURPOSE

To encourage the person you work for to live as independently as possible in their own home and as part of their community. Enable the person you work for to achieve their outcomes by taking responsibility in leading with specific aspects of their Outcome Based Support Plan. Promote active citizenship and assist the person you work for, their family or circle of support to take the lead with decision making.

This role is truly person centred; the Personal Development Worker will follow direction from the person they work for, their family or circle members.

## **2. KEY FOCUS AREAS**

### **2.1 Outcomes**

Assist the person you work for to take responsibility, where able, for maintaining their health, welfare and well being on a day to day basis (across a range of daily activities at home and in their community).

Investigate and identify appropriate community resources on behalf of the person you work for, which promote opportunities for relationship building, work learning

Actively support the person you work for to establish and maintain social relationships and community participation.

Assist the person you work for to develop and maintain circles of natural support.

Take responsibility for implementing specific aspects of the person you work for'

Outcome Based Support Plan, working to agreed timescales

Assist the person you work for, their family members and circle person centred planning process.

### **2.2 Operational**

Assist the person you work for, their family members and circle of support to induct new team members in accordance with the 'Support Agreement' and 'Working Policy' guidance.

Take personal responsibility for attending any necessary training and successfully completing training requirements for registration with the SSSC.

Work cooperatively with all team members.

Maintain effective and thorough communication with the person you work for, their family members, their circle of support and all team members.

Attend and meaningfully contribute in meetings arranged by person you work for.

Attend and positively contribute at team peer support meetings, taking direction from the person you work for, their family members and circle of support with assistance from the Support Advisor (as detailed in the 'Support Agreement').

Understand the importance of multi-agency working and the fostering of positive relations with other professionals and its relevance for the person you work for.

Demonstrate a good knowledge and a clear understanding of the person you work for's 'Working Policy' and Organisational policies and procedures.

Positively contribute in problem solving discussions in seeking to assist the person you work for to identify creative solutions; always considering whether there is an alternative to paid support.

Completion of rotas, timesheets and keeping up to date with policies applicable to the person you work for and Organisational policies and procedures.

Demonstrate flexible team work practice to ensure that the person you work for receives support when needed; covering sickness, holidays, training, etc.

Maintain confidentiality both verbally and in written communication.  
Undertake On Call duties for the person you work for as required.

Work away from home, as necessary, to assist the person you work on short breaks.

Assume any other reasonable duties as directed.

## **2.2 Quality Assurance**

Actively participate with the person you work for, their family members and circle of support in the review, development and evaluation of their Outcome Based Support Plan.

Support the person you work for, their family members and circle to review and update their own planning.

Complete and maintain accurate written records and reports with direction from the person you work for, their family members and circle of support in accordance with the 'Support Agreement', 'Working Policy' and in line with Organisation policies and procedures.

Maintain an awareness of current literature and aspects of good practice regard person centred approaches.

## **3. TERMS AND CONDITIONS**

There will be an expectation of the post to travel out-with the location you are based.

C-Change Scotland subscribes to the Government's 'People's Pension Scheme'. Where eligible, employees will be auto-enrolled.

## **4. SCOTTISH SOCIAL SERVICES COUNCIL (SSSC)**

Employees should be aware of and adhere to key legislation, policies and procedures, which are central to the service area in which they are employed.

All employees should be aware of and adhere to the Scottish Social Services Council Codes of Practice.

It is a condition of your employment that you achieve and or maintain your registration with Scottish Social Services Council and have an appropriate qualification. For the avoidance of any doubt, if you fail to do this you will not legally be able to work with C-Change.

**Please Note: This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule.**

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