



Bank Support Worker

Shore House

sussex Job Description

Ref: 798

Key Responsibilities

- Collaborating with clients to meet their support needs by providing an empathetic and responsive person-centred approach.
- Support clients in developing life skills; including self-care, cooking, shopping and cleaning.
- Work with key workers to provide tailored support based on identified needs.
- Deliver support using a range of methods to ensure clients feel safe and secure and are treated with dignity and respect.
- Forge partnerships with clients to deliver an empowering, positive and non-judgemental, and recovery focused approach.
- Support clients to engage in meaningful support – 1:1 or group.
- Organise and facilitate social activities for clients.
- Administer medication to clients in accordance with BHT Sussex policy and procedure (training is provided).
- Remain awake throughout the duration of the shift, including reset breaks. (Waking Night Bank Worker)
- Carry out all duties with due regard to Health and Safety and Safeguarding responsibilities, reporting any concerns in line with BHT Sussex policies and procedures.

Administration and Monitoring

- To make good and proper use of BHT Sussex's IT systems, to efficiently manage and record casework files in line with internal procedures and GDPR and Data Protection Policy.
- To use the Service's manual and computerised systems consistently and to a high standard.

Other Duties

- Assist with the domestic running of the accommodation.
- Report maintenance and repair issues.
- Assist with the collection of weekly charges or setting up standing orders.
- To actively uphold and promote BHT Sussex Equality and Diversity Policy in all respects by delivering and encouraging the highest standards of behaviour and practice.

Responsible To

- Shore House management

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.