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| INMIND HEALTHCARE GROUP | ROLE DESCRIPTION |

**Role Title:** Healthcare Support Worker

**Responsible to:** Clinical Team Manager

**Accountable to:**  Hospital Director

**Location:** Sturdee Hospital, Leicester

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| Inmind Healthcare Group is committed to a positive philosophy of valuing people. There is an expectation that all staff will contribute to providing a safe and secure environment and will treat patients, visitors, and colleagues as individuals and with respect at all times. |

**Role:**

To maintain a high standard of personal care for each patient under the direction of the Registered Nurses.

To be responsible for ensuring that patient privacy, dignity, and respect is maintained at all times

**Key Result Areas:**

1. Ensure within the clinical ethos of the Unit the highest standard of care for each individual patient
2. Ensure personal behaviour provides a positive role model from which patients can learn
3. Meet the daily physical needs of each patient for example; their hygiene, dietary and self-help needs
4. Ensure a safe environment is maintained for patients and colleagues
5. Keep appropriate records as directed by the Nurse in Charge
6. Communicate effectively with all members of the multi-disciplinary team and to develop a positive rapport with the patients
7. Participate in and ensure the smooth delivery of the behavioural support programme
8. Ensure the consistent delivery of all assessment and treatment programmes within the unit
9. Actively participate in the daily activities and educational programme
10. Be actively involved and encourage leisure and recreational activities during evenings and weekends

**Financial Responsibilities:**

1. Be responsible for individual patients monies as instructed ensuring that receipts are retained and that all necessary documentation is completed in accordance with identified policies and procedures
2. Ensure adherence to all policies and procedures relating to financial control within the unit

**Administrative:**

1. Be responsible for attending in-service training sessions and statutory or external course
2. Adhere to all times the policies and procedures of the Unit

**General:**

1. The post-holder will have access to a wide range of confidential information relating to patients, staff and the company which must not be divulged to any unauthorised person in any circumstances.
2. The post-holder will at all times treat patients with dignity and respect

This role description may be subject to amendment to take account of changing circumstances, but such amendments will only be made following consultation between the post-holder and the Hospital Director

***The post-holder will be expected to be flexible and adaptable to meet service needs.***

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| Agreed by *(print*): |  | | | *(employee)* |
| Signed: |  | Date: |  | |
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| Verified by *(print)*: |  | | | *(employer)* |
| Signed: |  | Date: |  | |