



Job Description

Job Title: Nutritional Support Worker

Department: Residential

Primary Objectives:

To ensure the timely provision of hot meals and drinks to residents at meal times, and other times

To ensure that residents receive the most appropriate nutrition and hydration suitable for their needs and dietary requirements

Main Duties:

- 1) To coordinate the dining room area at meal times, ensuring residents are appropriately supported and served food and drink in a timely way
- 2) To intervene supportively where residents need assistance or encouragement at to eat or drink
- 3) To monitor residents' food and fluid intake and maintain records accordingly
- 4) To document when residents are not eating, or eating less
- 5) To set tables, and clear after meals, and ensure cleanliness and presentation of the dining room (e.g. table cloths, place settings, clearing up of spills)
- 6) To ensure residents have a supply of fluids between meal times, including the mid-morning and mid-afternoon tea/coffee rounds
- 7) To give personal care to residents when required

- 8) To maintain awareness of residents' dietary requirements (e.g. soft or mashable food, needing prompting or assistance with eating)
- 9) To have social interaction with residents (e.g. enquiring how they enjoyed their meal, general conversation and assisting helpfulness such as enabling residents to fold napkins)
- 10) To undertake handover between early and late shift Meal Time Assistants

Resources:

a) People

- 1) Interactions with residents to ensure successful meal times and food/fluid intake
- 2) Liaison with care staff over receiving, and seeing residents out of dining room
- 3) Liaison with kitchen staff to ensure residents are given correct meal options

b) Financial

N/A

c) Non-financial

- 1) Operates handheld digital device for service user record keeping

d) Special Factors

N/A

Additional responsibilities

- 1) To ensure activities comply with current law
- 2) To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation
- 3) To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential	Desirable	How Identified (e.g. form, interview, test)
Qualifications & Training	<ul style="list-style-type: none"> ▪ Level 2 qualification in Health & Social Care or a willingness to work towards a Level 2 Diploma in Health & Social Care ▪ Current food hygiene certificate or willingness to gain this 	<ul style="list-style-type: none"> ▪ Previous training in healthy eating or willingness to do this 	Application Form/ Interview and Certificates
Experience	<ul style="list-style-type: none"> ▪ Previous experience of working with people in a residential or health setting. ▪ To demonstrate compassion and empathy in your approach to caring for older people/adults, either through previous work or life experience. 	<ul style="list-style-type: none"> ▪ Previous experience of working with people with a sight loss. 	Application Form/ Interview/ References Application Form/ Interview
Skills & Knowledge	<ul style="list-style-type: none"> ▪ Ability to work on own initiative and as a member of a team to support service needs. ▪ Display a practice which shows a high regard for people, their property and their rights. ▪ Good verbal and written communication skills in English. 		Application Form/ Interview Application Form/ Interview Application Form/ Interview

	<ul style="list-style-type: none"> ▪ Ability to work closely with people and their families. ▪ To respect people's privacy, dignity, choice and confidentiality at all times. ▪ Calm manner. 		<p>Application Form/ Interview Interview</p> <p>Interview</p>
Personal Qualities	<ul style="list-style-type: none"> ▪ Commitment to equal opportunities and Vista's Statement of Culture, Values and Core Principles. ▪ Commitment to provision of development and delivery of a high quality residential service. ▪ Ability to undertake moving and handling tasks. 	<p>Knowledge of moving and handling techniques and equipment.</p>	<p>Interview</p> <p>Interview</p>
Other	<ul style="list-style-type: none"> ▪ Willingness to take part in and help organise activities in and outside the Home. ▪ Willingness to attend training relevant to the role 	<ul style="list-style-type: none"> ▪ Must be able to work flexibly including evenings, weekends and bank holidays in accordance with the needs of the Home. 	<p>Interview</p> <p>Interview</p>