

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Senior Support Worker</b>
<b>RESPONSIBLE FOR / JOB PURPOSE</b>	<p><b>Instrumental in supporting staff teams in the service on integrating the philosophy of enablement and rehabilitation into everyday care routines concentrating on individual strengths.</b></p> <p><b>Responsible for the management and promotion of individual and group meaningful activities, whilst promoting person centred with emphasis at all times on independence, individuality, rights, choice, privacy and fulfilment.</b></p>

## DUTIES AND RESPONSIBILITIES

- Support the management team arranging duty rotas and making optimum use of budgeted support hours each day.
- Ensure the protection of the people we support and to report any issues of safeguarding concern in a timely manner in accordance with Community Integrated Care's safeguarding procedure.
- Immediately report any complaints to the Service Manager
- Ensure that all required documentation is completed, in accordance with Community Integrated Care's code of practice.
- Ensure that staff are instructed and guided in the delivery of support to people under your care.
- Conduct regular staff supervision sessions in accordance with Community Integrated Care's policy.
- Carry out person centred assessments and risk assessments for newly referred people that may be interested in coming to the service.
- Hold a high level of professional autonomy and be able to make judgements and decisions as required by professional and organisational policies in order to meet the requirements of the role.
- Maintain and provide a homely environment for the people we support ensuring that the highest standard of person centred support is delivered at all times and that people support achieve their optimum level of independence and personhood.
- Promote self-care and independence, where appropriate and assist the person supported to be as independent as possible.
- Work as a member of the multi-disciplinary team ensuring effective communication with other team members, management and the person supported to promote person centred support.
- Demonstrate an individualised, person centred approach to social care and planning the support that a person may require.
- Assessing the health ongoing care needs of the people supported within the care environment.
- Developing, implementing and evaluating social care plans in partnership with the person supported, family and carers whilst working in close co-operation with other disciplines as required.
- Act as a keyworker to an allocated group of people supported.

- Report to the service management any changes in the people supported and seek specialist advice where required (E.g. General Practitioner, Community Psychiatric Nurse, Speech and Language Therapy Team, Occupational Therapist, Physio, Tissue Viability Nurse)
- Adhere to Community Integrated Care's code of practice.
- Supervise the team that directly report to them ensuring that support is delivered to people as planned, to a good standard, in accordance with policy and procedure.
- Maintain and develop professional expertise and knowledge relevant to his or her role.
- Promote meaningful occupation and stimulation for the people we support assisting where required.

## **KEY REQUIREMENTS**

### **Qualifications**

- Good GCSE standard of education or equivalent
- NVQ3 or to be willing to work towards the Health and Social Care Diploma is desirable

### **Experience**

- Experience in managing small teams of staff
- Experience in dealing with conflict and or change

### **Skills / Abilities**

- Skilled in assessing, implementing and evaluating nursing care
- Good interpersonal skills and good, clear verbal communication skills
- Able to work well independently
- Able to keep clear and accurate written records
- Basic IT skills e.g. read and send email, type a word document
- Demonstrate a commitment to delivering the optimum standard of person centred support
- Demonstrate an understanding of clinical governance including risk management and Audit.
- Excellent organisational skills
- Willing to learn new things
- Positive and helpful attitude
- Enthusiastic, honest and reliable
- Prepared to work flexibly to meet service needs
- Careful and diligent
- Adaptable to changing environments and self-motivated
- Committed to personal development and training
- Able to prioritise workload, take ownership through to completion

### **Knowledge**

- Knowledge of the practical and emotional support needs of both the person supported and their families

- Knowledge of CQC and its remit within social care
- Knowledge and understanding of the Mental Capacity Act and Deprivation of Liberty Safeguarding protocols

**NB : This job description is not intended to be an exhaustive list of duties and responsibilities, but to give an indication of the main areas of activity and involvement.**

This Job Description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Charity and its services, as well as the personal development needs of the post holder.