

JOB DESCRIPTION

Job Title: Senior Support Worker

Accountable to: Scheme Manager or Team Leader

Purpose of Job:

1. To provide flexible support services to service users living in Prospect schemes to enable them to achieve the maximum independence possible.
2. To provide care and support which is tailored to an individual's needs and preferences.
3. To take the lead in managing shifts and deputising in the absence of the Manager or Team Leader

Specific Duties

1. Service User Support

- 1.1 To provide support and personal care to individual service users as identified in their individual care and support plans.
- 1.2 To take responsibility under the direction of the manager with the assessment, development and implementation of care plans as required
- 1.3 To support service users to maintain their tenancy.
- 1.4 To support service users to effectively manage their finances including paying rent, purchasing of goods and services
- 1.5 To support service users with the management of direct payments and self directed support
- 1.6 To support service users to meet their own health needs.
- 1.7 To provide adequate information to service users to encourage and enable them to make informed choices and to be able to participate in the management of the service. To ensure that all decision making on behalf of service users follows the principles of the Mental Capacity Act.
- 1.8 To ensure the health and safety of service users, colleagues and visitors is maintained at all times
- 1.9 To act as a keyworker to individual service users and to support them to achieve the goals they aspire to.
- 1.10 To support service users with the management of their medication. To supervise/administer prescribed medication in line with current procedures and practices as required
- 1.11 To support service users in the development of their household and domestic skills.

- 1.12 To assist and support service users to pursue leisure interests, social activities, education and employment utilising the facilities of the local community
- 1.13 To perform cleaning, domestic and catering duties as required
- 1.14 To assist service users to develop friendships, build social networks and maintain contact with their relatives if they wish.
- 1.15 To establish and maintain good liaison with service users, their friends, families and other professionals.
- 1.16 To support service users to go on a holiday of their choice and to accompany them if necessary.
- 1.17 To organise care reviews by liaising with other professionals involved in the care and support of the service users and to assist services users to participate in their care/support review.
- 1.18 To work with line management to develop risk assessment plans to ensure risks are identified and managed appropriately
- 1.19 To ensure the Organisation's policies and procedures inclusive of health and safety at work are followed at all times when delivering services.
- 1.20 To act as a role model and mentor to new or other staff and to assist them in their development

2. Health and Safety

- 2.1 To work within the Organisation's Health and Safety Policy.
- 2.2 To take responsibility for infection control within your own place, to be aware of your own role and responsibilities in infection control, to attend training and take precautions to minimise the risk of transmission.

3. Administration

- 3.1 To provide regular oral and written reports at handovers to line management on the progress of individual service users.
- 3.2 To provide written reports for care reviews
- 3.3 To keep all the homes records up to date.
- 3.4 To follow the Organisation's financial policies and procedures and to ensure other staff are doing the same.

4. Equal Opportunities

- 4.1 To work within and promote compliance with the Organisation's Equality and Diversity policy in all areas.

5. Confidentiality

- 5.1 Ensure any information relating to service users, staff or the Organisation is treated in the strictest confidence and according to the Organisation's policies and procedures.

6. **Other**

- 6.1 To attend training courses, seminars and other forms of training as required to assist in carrying out the duties of the post effectively.
- 6.2 To work as part of a staff team and attend regular staff meetings.
- 6.3 Participate positively in regular supervision and appraisals with senior staff in the home.
- 6.4 Carry out any other duties as requested by your line manager and senior managers of the Organisation.

PERSON SPECIFICATION
Job Title: Senior Support Worker

	Essential	Desirable
Qualifications: 1. NVQ Level 3/Diploma level 3 Health and Social Care/or above or be working towards	✓	
Experience: 2. Paid or voluntary experience of working in a housing, community or social care setting 3. Experience of supporting or assisting people who have a disability and/or support needs with everyday living skills 4. Experience of assisting people with personal finances	✓ ✓ ✓	
Skills and Knowledge: 5. Understanding of the needs of people with have a disability and/or support needs with everyday living skills 6. Ability to maximize people's potential and independence 7. Ability to work as part of a team 8. Ability to communicate effectively with service users, staff and other professionals and agencies using a variety of methods 9. Ability to adapt to change and new ways of working 10. Ability to implement and operate within the Organisation's policies and procedures 11. Ability to participate in community, social and leisure activities with service users.	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Other: 12. Ability to undertake shifts and work flexible hours including evenings, weekends, public holidays, sleep-ins and nights 13. Car driver (Scheme based) 14. Car driver (Outreach based) 15. Willingness to undertake NVQ3/Diploma level 3 Health and Social Care, Common Induction Standard (CIS) and mandatory training. 16. Commitment to self development and continuous learning	✓ ✓ ✓ ✓	✓

February 2012