Job Description – Senior Support Worker

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| VALUES BASED JOB DESCRIPTION AND PERSON SPECIFICATION | |
| Job Title: | Senior Support Worker |
| Reports to: | Team Leader / Registered Manager |
| Job Overview:  (note: In addition to these functions employees are required to carry out such duties as may reasonably be required) | 1. To provide care in accordance with best practice and legislative requirements, reflecting policies and procedures and agreed standards under direction of the Team Leader / Registered Manager 2. To support and enable Individuals we support to maintain skills and personal interests whilst delivering person-centred care unique to each individual. 3. To maintain skills at a current level, undertake such training and development as required from time-to-time and progress knowledge. 4. To provide support to the Support Workers within the service. 5. To role model practices within the Home in accordance with agreed standards. |
| Location: | You may be required to work from other locations at the discretion of the company and with appropriate notice. |
| Working hours: | 9 days over a 14 day period, with varying shift patterns as agreed with the Registered Manager. |

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| Responsibilities and Duties of the job | |
| Role Specific Duties: | 1. Ensure individuals we support are at the heart of care delivery and their wishes and preferences enhance their wellbeing. 2. To contribute to the efficient running of the home. 3. Support Individuals to maintain their relationships and connections with the local community. 4. Ensure Positive Behaviour Support Plans (PBSP) and other information about how to support Individuals are followed. 5. To be involved as a lead Keyworker in a key worker team for individuals we support. 6. Dispense medication following Community Therapeutic Services policies and procedures. 7. To ‘step-up’ to the role of Team Leader during their absence, while at all times supporting the decisions made by the Registered Manager 8. Be responsible for informing Team Leaders / Registered Manager of any changes in the needs of Individuals we support. |
| Working with Others: | 1. Develop effective working relationships with other employees. 2. Work in co-operation with members of the multi-disciplinary teams to maximise opportunities for Individuals we support. 3. If desired by the Individual we support, maintain and develop relationships with family, friends and other people important in their life. |
| Leading by Example: | 1. Seek opportunities for personal and professional growth. 2. Be a role model for other Support Workers and be an ambassador for Community Therapeutic Services. 3. Be a role model for Individuals we support. 4. Be professional, polite and reasonable at all times. |
| Personal Responsibilities: | 1. Knowledge of, and work within, the Fundamental Standards. 2. Understand the regulatory framework that governs the service, including the role of CQC and their requirements. 3. Commit to achieving the relevant qualifications relevant to the role *e.g. Diploma Level 2 or 3.* 4. Attend statutory training and any other training as directed by the Registered Manager. 5. Understand and follow all policies and procedures relevant to the role. 6. Be open to learning opportunities. 7. Prepare and deliver ‘bitesize’ training |

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| Person Specification |
| **Proficient Written Skills**   * Maintain all PBSP and records in accordance to Community Therapeutic Services policy. * Monitor care records following company policy to ensure compliance |
| **Leadership Skills**   * Ability to induct and orientate new employees to the job role and service. * Provide Individuals with support / assistance as they accomplish daily tasks, including bathing, eating, dressing, grooming and using the bathroom. * Communicate any problems, concerns or changes to the Individuals we support to the appropriate person. * Organise and plan keyworker meetings |
| **Communication Skills**   * Senior Support Workers must build a rapport with Individuals we support by establishing personal connections and showing an interest in their lives. * Senior Support Workers must be able to communicate effectively with Individuals we support * Senior Support Workers must have the communication skills to inform colleagues, management and professionals about the needs of the Individual we support. * Senior Support Workers should recognise the importance of effective communication with the multi-disciplinary team, Individuals we support and their families / friends whilst recognising alternative methods of communication and respond accordingly. |
| **Problem-Solving Skills**   * Senior Support Workers need to be able to adapt and address situations quickly, plan, develop, implement and assess approaches to promote health and well-being, whilst recognising and reporting situations where there might be a need for protection and take appropriate action. |

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| Value-Based Personal Qualities | |
| Value | Specific Requirement |
| **Respect** | Taking time to listen, understand and include difference |
| **Caring** | Supporting others in a kind and empathetic way. |
| **Trust** | Built on honesty and integrity, creating an open, transparent and safe place to be. |
| **Passion** | We use our energy and determination to be positive and inspiring. |