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| **Senior Support Worker Job Description** |
| **Working Hours**: Full time | **Salary**: £19880.58 |
| **Location:** The Burrows- Droitwich  | **Responsible to:** RCM |
| **Role Purpose** |
| * To enable the people we support to live a rewarding and fulfilling life by working with a person-centred approach
* To take delegated responsibility for key tasks as directed by the Assistant Manager and Registered Care Manager
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| **Support Worker Duties** | • Be responsive to the needs of the people we support in line with personal support plans and respond to changing needs. • Ensure that each person’s rights are protected and respected. Report to management if you are concerned that rights are being violated• Promote the involvement of the people we support in decision making around their own care and support in line with Mental Capacity and DoLS policy.* If required, provide appropriate levels of physical care and support with washing, dressing, bathing and assistance with hygiene needs
* Assist with the preparation and cooking of meals and snacks, laundry, household tasks and day time activities with as required

• Contribute to individual care reviews through verbal and written reports and by attending support planning meetings. • Actively keep up to date with Autism research and practice• Appropriately manage any challenging behaviour, in line with the ethos and training of Autism West Midlands• Understand how Autism effects the people we support personally, and respond to individual needs, including the use of appropriate techniques for managing any challenging behaviours• Ensure records of any incidents are completed in a timely manner and accurately• Fully understand the safeguarding policy and procedure, and ensure all safeguarding matters are escalated appropriately.• Ensure handovers are carried out correctly and that any issues with regards to medication and/or finances are recorded and dealt with promptly• Liaise with professionals, family members & friends of the people we support to ensure high quality support and consistency, ensuring diplomacy and tact at the same time as guaranteeing confidentiality and positive relations are maintained• Ensure at all times that medication is administered correctly following the written guidelines set out in the Drugs Administration Policy and with directions from medical practitioners. |
| **Supervisory Duties** | * Supervise, support and develop Support Workers across the service
* Manage low level conflict situations and guide employees in an appropriate manner
* Support the Management Team in maintaining the rota
* Fulfill the shift leader role whilst on duty and ensure Support Workers are enabling and supporting individuals to make choices and are providing a sensitive and caring approach.
* Take part in team meetings and ensure that any issues are addressed and actioned in a timely manner, involving Support Workers all in decisions that affect them and the service
* Ensure handover procedures are followed across the service and that all paperwork is completed to the correct standards
* Provide regular supervision and appraisals for direct reports
* Take an active role in the recruitment, and induction process
* Liaise with peers in other services to ensure consistency in practice
* Create, monitor and review support plans and behaviour management guidelines on a regular basis
* Carry out required risk assessments
* Participate in the timely re-ordering and review of medication across the service
* Complete quality audits as required for medication, finances and health and safety.
* To contribute to an on call system on a rota basis, covering a range of services in a specified area.
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