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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 | | |
| **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. | |