

CARETECH COMMUNITY SERVICES LTD	Policies & Procedures Manual	Doc. No. RJD-04
PREPARED BY: Graham Mattinson	Issue No. 05 1.8.04 1.9.06 23.07.07	No. of Pages: 4
Reviewed by: Danielle Galvan	Issue Date: 30 th May 2008	CONTROLLED COPY

JOB DESCRIPTION

SENIOR SUPPORT WORKER

Reporting to: Home Manager or Deputy Home Manager

Purpose of the Post

To supervise and lead a team of support workers to enable our service users to lead as fulfilling and satisfying a life as they possibly can.

A key purpose in your job is to act as a role model for staff. So that they are encouraged to understand the people you are supporting and take pride in providing the practical and emotional care, that enables the individual service users to lead as ordinary a life as they can achieve.

In order to achieve this demanding purpose you will be an actively engaged with service users and staff, continuously seeking opportunities for improvements to service users lifestyles and staffs skills and commitment to achieve this.

Main Duties and Responsibilities

- a) To supervise the day-to-day delivery of care, to ensure that service users needs are met and that they participate appropriately in daily household and leisure activities.
- b) To be responsible for the care, welfare and safety of service users and the health and safety of staff
- c) To take on the role of case coordinator for individual service users and to participate in the reviewing, reassessing and changing of person centred support plans to ensure they are up-to-date and in line with the individuals needs.
- d) To participate, as required, in the recruitment and selection of staff within an equal opportunities framework.
- e) To undertake monthly supervisions with staff as delegated and participate in the staff appraisal programme for subordinate staff
- f) To act as a staff skills coach and undertake appropriate team building and training programmes, designed to meet an individuals needs or the Company's staff development program.
- g) To ensure that the requirements of legislation, Care Standards and the Company's Policies and Procedures are followed.
- h) To prepare service user and staff reports and ensure that the required records are maintained and up-to-date.

- i) To develop links with service users families and the professionals, statutory agencies and advocates who assist and support them.
- j) To be responsible for the accurate recording and checking of budgets/finances, including service users money, which has been allocated to you.
- k) Ensure that the storage, administration and recording of all drugs are in accordance with the GP's instructions and Company policy.
- l) To participate in the implementation of communications systems that will regularly inform and update carers, service users and staff.
- m) To attend training or development sessions, where training needs have been identified, to update or maintain your skills. (Passing these courses is in some cases a requirement for continued employment)
- n) To attend regular supervision meetings with your manager and to participate in the organisations staff appraisal system.
- o) To work away from the home as and when necessary and assist service users with activities, holidays and days/evenings away from the home.
- p) To complete other duties that may be requested, as and when they occur.

This job description is subject to review when necessary and at least yearly.

SENIOR STAFF PERSON SPECIFICATION

PERSON SPECIFICATION

Post Applied For:.....

Please read the details on the Person Specification form carefully before you complete your Application Form.

For each of the requirements listed in the Person Specification please tick those you have achieved and indicate the length of time (if appropriate) your experience has been gained. Any previous employment, voluntary/community work, spare time activities, home responsibilities and training will count. You should also include anything else relevant to the job, which you think we should know about in the general section.

Your written application will be considered in relation to the Person Specification and candidates will therefore be selected for interview on this basis. It is important that you complete this section for each post applied for.

SECTION 1

	KNOWLEDGE SKILLS & ABILITIES	Attained	Length of Experience
1	To have the ability to undertake the assessment of peoples needs and develop individual service plans from the information gained		
2	To have the skills necessary to undertake the management of assessing peoples needs and developing individual service plans from the information gained		
3	To have the knowledge and ability to supervise staff in their day-to-day work, ensuring good practice		
4	To have the knowledge and ability necessary to deploy staff in a way which takes into account the skills required for the job		
5	To have the ability to undertake in-house training of staff		
6	To have the skill to develop staff training programmes to meet the identified needs of the service users		
7	To have the ability to be responsible for the day-to-day budgets		
8	To have the knowledge and ability to manage petty cash.		
9	To have the knowledge and ability to manage the service on a day-to-day basis		
10	To have the ability to operate the recording systems of the home		
11	To be able to work flexibly to cover the required shifts.		
12	To have the ability to work with parents and carers		

KNOWLEDGE SKILLS & ABILITIES		Attained	Length of experience
SECTION 2 – EDUCATION & EXPERIENCE			
1	To have worked with the relevant service user group for at least a year		
2	To have passed LDAF Induction, LDAF Foundation,		
3	To have passed or be prepared to undertake the NVQ Assessors qualification for NVQ level two assessment.		
4	To have experience in a residential or day service setting		
6	To have had experience of working with parents and carers		
7	To be able to write clear and accurate reports in English		
8	To have had experience of writing reports and organising client led meetings		
SECTION 3 – EQUAL OPPORTUNITIES			
1	To have the knowledge and ability to work with and develop an awareness within the staff team of positive action and anti-racism		
SECTION 4 – PERSONAL SKILLS			
1	To be able to communicate clearly in English through both written and verbal means		
2	To be able to manage time effectively		
3	To be able to work in a flexible way, as necessary, to meet the needs of service users		
SECTION 5 – OTHER QUALITIES			
1	To be able to work within a multidisciplinary framework, taking advice and constructive criticism when necessary		
2	To work in a way which always has the highest regard for the individual service user, their choice, abilities and wishes		

GENERAL SECTION

(Other information that you feel may be relevant to the post, please attach additional information on a separate sheet).

Declaration:

I declare that, to the best of my knowledge, this information is true and complete. If I am offered employment and it is later established that any of this information is untrue, I understand that I shall be subjected to CareTech's disciplinary procedure and may be liable to be dismissed by reason of misrepresentation.

Signed: _____

Date: _____