

**JOB DESCRIPTION**

**Senior Support Worker**

**MAIN PURPOSE OF THE ROLE**

The Senior Support Worker will be responsible to the Team Leader and will ensure the day to day provision of services.

To promote the core values and beliefs of Vestacare including the following:

* Individuals are encouraged to make informed choices and decisions about their lives and the support they receive.
* To promote community presence.
* To maintain a welcoming, clean and safe environment.
* To promote independence and maintain and develop skills.
* To actively listen to people respecting their dignity, rights and preferences.

**Main Responsibilities**

1. To lead the shift in supervising support workers
2. To oversee staff rotas ensuring they reflect the identified need for service delivery
3. Ensure that staff receive support and guidance through induction and regular supervision.
4. To identify any staff training needs and ensure that the rotas reflect these.
5. To monitor and review staff performance, and identify any areas for concern.
6. To contribute to the maintenance of all staff records, including annual leave, sickness and absences.
7. Appraisals are undertaken on yearly basis.
8. To be a positive role model at all times.
9. Any other duties that may be reasonably required.

**People we Support**

1. To participate in reviews relating to the support of the person, including external reviews.
2. To ensure that individual care plans and other records remain current and updated.
3. To liaise with all relevant agencies in a positive and professional manner.
4. To familiarise and have a good working knowledge of the people we support and identify any changes in needs and circumstances.
5. To ensure the safe storage of all finances, medication and records.

* To attend training as required so your knowledge and skills are relevant and up to date and your professional development is ongoing.
* To cover shifts as required.
* To be involved in the recruitment and selection process.
* To ensure the working environment complies with all health and safety requirements and to report any issues.
* To understand and adhere to good practice.
* To complete audits in the following areas, medication, finance and health and safety so ensuring a high quality service and robust procedures.
* To promote the services of Vestacare and to maximise the potential use of our services.
* To develop and maintain positive working relationship with families, carers and friends.

This job description is not exhaustive and will be subject to regular reviews. You will, however, be consulted about any proposed changes.

**Senior Support Worker – Person Specification**

**Knowledge**

* Understanding of equal opportunities
* Understanding the needs of adults with a learning disability
* Person centred care planning
* Current legislation relating to adults with a learning disability
* Knowledge of the Health and Social Care Act 2018
* Knowledge of Care Quality methodology and the five domains of Safe, Caring, Effective Responsive and Well led
* Understanding of Positive Behaviour

**Skills and guidelines**

* Cooking skills
* Flexibility
* Literacy and numeracy skills
* Sickness Management
* Positive disposition
* Creative and Dynamic
* Committed
* Good communication skills
* IT literate
* Patient
* Empathetic
* Understanding
* Punctual

Salary- £9.72- £11 per hour