

JOB DESCRIPTION

Job Description for	Senior Support Worker
Reporting to	Team Leader
Location	
Date	March 2020

General Information

Salutem Healthcare are committed to ensuring that the individuals who use our services receive great enabling support from a team of highly trained and engaged staff in environments that are homely and comfortable. We are innovative, solution focused and committed to doing the best we possibly can.

- We are **Supportive** by promoting opportunities for everyone so they can reach their full potential
- We are very **Ambitious** to provide the best possible outcomes for the people who use our services
- We are **Loyal** because we put the people that we support and our staff at the centre of everything we do and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders
- We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality
- We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences and we are committed to doing things better and setting the highest standards in what we do
- We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders
- We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities

Job Scope

The role of a Senior support worker in Salutem, is to ensure the smooth day to day operational responsibility for a service. You will work alongside the Team Leader and will have direct line management of a team of support workers and will work directly with the people we support ensuring that a great safe and enabling service is delivered.

Key Responsibilities

Individual Outcome and Well Being

1. Through robust leadership linking with your Registered and Deputy Managers, ensure that each individual we support has a meaningful support plan which
 - a. Is detailed, person centered and specific.
 - b. Ensures a proactive approach to the management of risks
 - c. Encourages individuals to establish and maintain relationships, with friends and families who they chose to have a friendship and relationship with as little or as often as they choose. New friendships should be encouraged
 - d. Acknowledges and promotes diversity and is free from discrimination
 - e. Meets the legal requirements of the Health and Social Care act, and any mainframe contract held with the commissioning body.
 - f. Supports and enables the people we support to have robust health action plans, outcome and are supported to maintain a healthy lifestyle. This should include supporting the individual with health appointments etc. as required and the ability to benefit from regular exercise
 - g. Where there are complex needs and behaviors that may challenge there is a clear plan based on functional evidence and that the staff team understand this plan
2. That there is a robust activity plan in place for each individual which
 - a. Identifies opportunities for development, training, education, employment, volunteering etc.
 - b. That try's new experiences- and gives people autonomy and control over the things they want to do and try
 - c. That is flexible, and can be changed
3. That the views of the individual are routinely sought through regular engagement with the individual by
 - a. Completing regular key-worker meeting
4. That where appropriate and we are supporting individual's with finances ensuring that
 - a. they are supported to budget and plan their finances (through a support plan)
5. That people are supported with their medication through
 - a. being supported and encourage to self-administer medication, using Salutem Policy and Procedures
 - b. ensures individual's are supported to have regular medication reviews with a pharmacist/Nurse as required
6. That embodies the Mental Capacity act and its key principles, with the team clearly able to articulate them
7. That the individual's are kept safe, and where possible free from harm. Where harm does occur that this is reported in line with the local safeguarding procedure, and in line with the regulator

Accommodation and Environment

8. Through linking with your Deputy and Registered managers ensure that
 - a. Health and Safety polices, and procedures are followed, which in include Fire Safety and that there is a robust environmental risk assessment in place.
 - b. the environment is tailored to the needs of the individuals, and accessible

Leadership of a Team and Service

1. Through working with your Registered Manager and Deputy Manager, ensure that you have a team safely recruited to enable the smooth delivery of hours, and to ensure that there are measures in place for the team to have
 - a. Robust Induction using Salutem induction process and deliver the Care Certificate
 - b. Frequent and Meaningful person-centered supervision to ensure the team are supported. This will also involve the use of coaching
 - c. The team attend all required mandatory training, and additional specialist training as required. This should be clearly evidenced using eLFY (E-learning platform)
 - d. Person centered schedules, that meet the commissioned hours of support delivery and the wishes/needs of the people we support
 - e. Robust personal development plans, to ensure we get the best out of our people, and that we retain, and succession plan where required.
 - f. Regular team meetings
2. That you ensure your service is delivering an outstanding level of Care and Support through
 - a. Identify opportunities to be better, to deliver better care and support and to be innovates
 - b. Adhering to the use of Salutem Quality Assurance framework, systems and policies and procedures
 - c. Work in a way that embodies our core values
 - i. Supportive
 - ii. Ambitious
 - iii. Loyal
 - iv. Unique
 - v. Transparent
 - vi. Engaging
 - vii. Meaningful
3. That where incidents and accident occur in the service, that these are reported and managed in line with our polices and procedure.

This is not an exhaustive list of duties, and not fully encompassing of the role. You may be required to complete other duties, as deemed appropriate by the organization

Knowledge, Skills and Experience

Area	Essential	Desirable	Evidence
Professional Qualifications	Diploma in Health and Social Care Level 2 or equivalent in adult social care.	Diploma in Health & Social Care Level 3 or willing to work towards.	Application Form Interview Certificates
Knowledge	Knowledge of legislation pertaining to people with disabilities, care leavers and people living with learning disabilities/mental health issues/physical disabilities		Application Form Interview
Skills			Application Form Interview
Experience	Demonstrable experience working with vulnerable adults in a fieldwork, residential, day care or youth work background.	Life and/or work experience of issues faced by vulnerable adults.	Application Interview References
Personal Qualities	Ability to relate well to and liaise with; colleagues, service providers, service users and all relevant professionals. Ability to work in a team setting and reflect on your own practice.		Interview
Other	Flexibility for working within shift work rota system which includes weekends, Bank Holidays and sleep-in duties.		Application Interview