



Senior Support Worker – Activity Lead

Reporting To: Home Manager

Grade: D

JD ID:

Reporting Employees: Support Workers working in Mary House

Main Purpose:

To supervise, motivate and support the Support Workers in Mary House and ensure the delivery of the highest standards of care for residents, both individually and in groups by accessing a range of therapies and social activities.

Duties:

- Work as a hands-on senior support worker when required to do so.
- Support the Nurse in managing the shift including allocating tasks to the Mary House team on a daily basis.
- Ensure Support Workers are fully engaged with residents and are working proactively to provide stimulating and interesting experiences.
- Lead the activity keyworking team in planning and implementing the in-house and community activity programme
- Support with the induction of new agency support workers and support agency nurses in the running of the shift.
- Assist in developing a schedule of activities for each individual resident in accordance with their person centred plan and coordinate the delivery of the activities planned.
- Be involved in the implementation and review of activities.
- Attend to resident's physical needs in line with encouraging as high a degree of independence as possible.
- Observe residents during their various activities including therapies and at rest. Report to the Nurse or Management any unusual or untoward behaviour or incidents.
- Address and report any concerns in the quality of care or equipment being used.
- Encourage residents' involvement in planning menus, identifying likes/dislikes and any special nutritional needs.
- Accompany residents attending functions outside the Home on holidays and outings.
- Ensure all records are kept up-to-date and accurate including those of your keyworking team.
- Attend handovers and support the Nurses in allocation of the shift.
- Support and mentor existing staff in developing and implementing new skills as appropriate.
- Meet with the Management team on a weekly basis in order to discuss resident and staff issues as appropriate.
- Conduct formal supervision meetings and appraisals for support workers.
- Liaise with the Nurse and assist with preparing necessary documentation for Multidisciplinary reviews, attend the review and action any points from discussions had.
- To attend all mandatory training and to advise Management any training needs recognised in others.
- Positively assist, support and interact with relatives, friends and visitors to the homes.
- Undertake any other reasonable duties as directed by the Nurse in Charge or Registered Home Manager.



WORKING RELATIONSHIPS AND CONTACTS

Internal:

All support staff and Registered Nurses and Home Management.

External:

Multidisciplinary Team including Occupational Health, Physiotherapist, Dieticians, GP Services and Care Management.

Residents next of kin and families.

CHRISTIAN ETHOS AND VALUES

The post holder must carry out all duties in a manner which is consistent with Martha Trust policies, procedures and practices, and to maintain at all times the Christian ethos and values of the organisation, ensuring, as far as possible, that all activities within the work setting are consistent with those values.

CONFIDENTIALITY

The post holder must ensure that any information relating to employees (future, current and past) or Service Users is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

HEALTH AND SAFETY

The post holder must be familiar with Martha Trust Health & Safety policies and guidelines as well as their legal responsibilities. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety, and that of others affected by their work.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ 3 or equivalent 	<ul style="list-style-type: none"> Any other relevant qualifications
Knowledge	<ul style="list-style-type: none"> Good understanding of Client group 	
Experience	<ul style="list-style-type: none"> Previous experience in the delivery of care to PMLD clients Previous experience in activity co-ordination and implementation 	<ul style="list-style-type: none"> Previous experience in Supervisory role within the care sector Working in care or care related field for a minimum of 2 years
Technical	<ul style="list-style-type: none"> Good understanding of CQC requirements The ability to implement recommendations from MDT 	<ul style="list-style-type: none"> Good working knowledge of Microsoft packages Able to drive house vehicles
Work-based Skills	<ul style="list-style-type: none"> Good communication and interpersonal skills Ability to work as part of a team Be patient, diplomatic and sensitive Ability to delegate and give clear instructions Display rigorous confidentiality and maintain high level of professional boundaries Ability to plan and chair meetings 	<ul style="list-style-type: none"> Leadership skills Active Support Have knowledge of Intensive Interaction methods and other appropriate methods of communication
General Skills/Attributes	<ul style="list-style-type: none"> Cheerful and positive attitude Ability to motivate and lead a team 	<ul style="list-style-type: none"> Calm and professional demeanour

This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder duties.

Signed by Employee

Date

Signed by Manager

Date

Signed by Human Resources

Date