

Senior Support Worker



Reporting To: Registered 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 support worker when required to do so.
- Allocate tasks to, and supervise and support 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.
- Act as Key / Co – Keyworker to ensure development and delivery of person centred plans for each resident.
- Support the Registered Nurse and Key / Co – Keyworkers.
- Develop 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 to include physiotherapy etc. and at rest, and report to the Nurse in Charge / Registered Home Manager any unusual or untoward behaviour or incidents.
- Bring to the attention of the Registered Home Manager any shortcomings in the quality of care or equipment likely to be detrimental to the health and safety of residents or others.
- 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 your record keeping is accurate and those of the Support Worker and up to date and provided on time. Undertake an effective verbal handover at the beginning of the shift and to the Nurse in Charge at the end of the shift.
- Mentor and ensure that new staff in Martha House are fully supported during their probation period.
- Support existing staff in developing and implementing new skills as appropriate.
- Meet with the Registered Home Manager on a monthly basis in order to discuss resident and staff issues as appropriate.
- Conduct formal supervision meetings and appraisals for support workers.
- Attend physical handover to ensure the house is clean and tidy for the next shift.
- Liaise with the Registered Nurse and prepare necessary documentation for Multidisciplinary reviews, attend the review and action any points from discussions had.
- Ensure own compliance, and that of staff under their supervision, with required training requirements.
- 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.
- You are accountable for your own Infection Control practices and that of the Support Worker you supervise and responsible for reporting issues to the Registered Nurse and 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.

Clients 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"> Working towards or completed NVQ 2 or BTEC level 2 in Care 	<ul style="list-style-type: none"> NVQ 3 or BTEC level 3 in Care
Knowledge	<ul style="list-style-type: none"> Good understanding of Client group 	<ul style="list-style-type: none">
Experience	<ul style="list-style-type: none"> Previous experience in the delivery of care to PMLD clients 	<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"> Basic understanding of CQC requirements 	<ul style="list-style-type: none"> Good working knowledge of Microsoft Word
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 The ability to work as part of a team and to delegate and give clear instructions 	<ul style="list-style-type: none"> Leadership skills Active Support Have knowledge of Intensive Interaction methods of communication
General Skills/Attributes	<ul style="list-style-type: none"> Cheerful 'can do' attitude Ability to motivate and lead a team 	

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