

## SENIOR SUPPORT WORKER JOB DESCRIPTION



### Accountability

To the Team Leader and Service Leader and **Richard**.

### Qualifications

Health & Social Care Diploma Level 3 (or willing to work towards)  
A good level of computer skills is required

### Hours

Providing 24-hour support which may include unsociable hours, weekends, bank holidays and sleep-in duties. Providing on-call duties bespoke to the person being supported (at least two on-calls a week or equivalent monthly).

### Role Specification

Supporting the team leader in providing a level of leadership and management, and working collaboratively with them to provide consistency to the person being supported.

Providing whatever help and encouragement is required by **Richard** to take control of **his** life. It is likely that to achieve this, the person receiving support will require support from a number of different people, including friends, family and professionals. It will therefore be necessary for the senior support worker to respect and work co-operatively with others, enabling **Richard** to live in **his** own home within **his** local community, based on the individual's preferences/needs within the framework of **his** Service Design and Working Policy.

### Main Responsibilities

The senior support worker's role is essential to the wellbeing of the person we support and to the team of people employed to support them, and is dependent on collaborative work with the team leader and a tight joint-management approach.

It is a role of providing both practical support, and leadership and management in collaboration with the team leader, to a small number of people. The role expects a degree of initiative and responsibility from the post holder.

The senior support worker will be familiar with the team leader's responsibilities and will step into the role if the team leader is absent, or in

other unforeseen circumstances. The post holder will also carry out tasks agreed with the team leader on a regular basis which enhance the management of the team and the life of **Richard**.

## **To Richard**

Supporting **Richard** on a regular basis in **his** everyday life.

Ensuring that the team has read and fully understood the Service Design and Working Policy in place for **Richard**, and that the service provided reflects the individual's wishes and these written documents.

Ensuring that **Richard** is empowered at every reasonable opportunity to make decisions and take control over **his** life and service, unless this is clearly detrimental to them.

Leading by example, in collaboration with the team leader, in all things you do for and with **Richard**, i.e. respecting the home of **Richard** and ensuring that it is not turned into a place of work by carefully considering where you meet staff.

Assisting the team leader in implementing necessary individual policies around **Richard** and the team.

Ensuring that **Richard** is able to move **his** life forward looking for real community connections, friends, hobbies, interests and work, and being creative and challenging about the support provided.

Being creative in involving **Richard** in meetings, assisting them to remain at the centre of the meeting.

Ensuring that all applicable Beyond Limits policies are followed.

Taking a lead responsibility (when the team leader is absent) for ensuring that **Richard's** physical and mental wellbeing is considered and prioritised, taking appropriate action when necessary.

It is the responsibility of all staff to ensure that any concerns regarding **Richard** are brought to the attention of a senior person within the organisation, the team leader, service leader or directors, i.e. concerns regarding the individual's support, care or welfare, finances or vulnerability. Any person raising concerns around these issues will be fully supported by the organisation and will receive any assistance that they require to enable them to come forward on behalf of the individual.

Providing direct support to **Richard**, which is detailed in **his** Service Design and Working Policy.

Continually seeking to provide support in ways which utilise natural supports for **Richard**.

Acting as an advocate for **Richard**.

Recognising and respecting at all times that you are a guest in **Richard's** home.

Ensuring that medication is handled, administered, recorded and stored in accordance with Beyond Limits policies and procedures.

Assisting **Richard** in maintaining and developing a range of relationships within the community, including friends, neighbours and other social contacts.

Working with **Richard** to help **him** cope with **his** feelings and relationships, assisting **him** in managing the practicalities of daily living and in accessing other support systems in the community.

Helping **Richard** with all areas of budgeting and in maintaining **his** household and ensuring that **him** financial obligations are met.

Treating **Richard**, at all times, as an adult and unique individual, recognising **his** rights to dignity, individuality, sexual preference, love, friendship and respect, as well as the right to make **his** own choices.

Working with **Richard** to find and develop employment opportunities, and to support **him** to secure and sustain employment.

## **Communication**

In collaboration with the team leader, ensuring that communication is effective between all of the people involved in supporting **Richard**, and between **Richard**, the team and Beyond Limits. This will require being delegated responsibility in the team leader's absence (or with agreement) to ensure that established systems of communication are carried out:

- Chairing team meetings
- Involvement in meetings and communication on a day-to-day basis with professionals and families
- Involvement in leading problem-solving sessions with the team
- Involvement in person-centred planning
- Communicating regularly with team members, and attending regular team meetings and debriefs

## **Staff Development**

Assisting the team leader by developing a sense of teamwork, through teambuilding in regular team meetings.

Being consistent with the team leader in your approach to the management of the team and the service.

Assisting the team leader in ensuring that the team understands and works within the values of Beyond Limits.

Being fully committed to social justice, equality of opportunity and the elimination of all forms of discrimination.

### **Resource Management**

Following Beyond Limits policies related to recording and monitoring finances, and implement Individual Working Policies around the use of these resources as appropriate.

Assisting the team leader in recognising that staff are the most precious resource for **Richard**, and taking responsibility for ensuring that you understand what staff hours are available for **Richard** within the Individual Service Fund and that these are managed effectively. Any consistent or concerning change in agreed staff hours being used should immediately be brought to the service leader's attention.

If any financial issues arise which you feel are peculiar or unusual, or appear to leave you or the team vulnerable, please discuss with the team leader.

**PLEASE SIGN AND DATE AS CONFIRMATION THAT YOU HAVE READ AND UNDERSTOOD YOUR JOB DESCRIPTION**

**PRINT NAME:** .....

**DATE:** .....

**SIGNATURE:** .....