EROHEALTHCARE LTD
Supporting your care needs at home

Erohealthcare Ltd
88 Gravelly Lane
Birmingham
B23 6LR
E-Mail: hr@erohealthcare.co.uk
Telephone: 07709762344

JOB DESCRIPTION

SENIOR SUPPORT WORKER

Responsible to: Home Manager
Reporting to: Senior person on duty

Purpose of the Post

Caring? Inspirational? Optimistic? Insightful?

Easy words, but the real job of a senior support worker in Erohealthcare is to blend all this to enable our service users to lead as fulfilling and satisfying a life as they possibly can.

A key purpose in your job is working to understand the person you are supporting. You will also provide practical and emotional care, enabling that individual to lead as ordinary a life as they can achieve.

In order to achieve this demanding purpose you will be an active senior support worker, engaged with the service users you are working with and seeking opportunities for them to get more out of life.

Main Duties and Responsibilities

a) To participate in the assessment, reviewing and reassessment of person centred support plans particularly, to provide observations about service user needs and preferences.

b) To participate in the day-to-day implementation of individual support plans and activities and provide appropriate support to service users in the area of personal care, daily living skills and recreational activities.

c) To co-ordinate, and be involved in, the preparation of meals, laundry duties and cleaning.

d) To have regard for the personal welfare and safety of service users and advise the home manager or senior staff of any issues or problems

e) To maintain accurate notes and records and when required deliver written or verbal reports.

f) To ensure that the requirements of legislation, Care Standards and the Company's Policies and Procedures are followed.

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g) To maintain and promote good working relationships with staff, parents, Social Services and the general public

h) To attend training or development sessions, where training needs have been identified, to update or maintain your skills. (Passing these courses is in some cases a requirement for continued employment)

i) To attend regular supervision meetings with your manager and to participate in the organisations staff appraisal system.

j) To work away from the home as and when necessary and assist service users with activities, holidays and days/evenings away from the home.

k) To complete other duties that may be requested, as and when they occur.

Additional Duties and Responsibilities

a) To supervise the day-to-day delivery of care, to ensure that the service users needs are met and that they participate appropriately in household and leisure activities.

b) To be responsible for the care, welfare and safety of service users and the health and safety of staff.

c) To take on the role of case coordinator for individual service users, as required, and to participate in the reviewing reassessing and changing of person centred support plans to ensure they are up to date and in line with individual needs.

d) To be responsible for accurate recording and checking of budgets/finances, including service users money, which has been allocated to you.

e) Ensure the storage, administration and recording of all drugs are in accordance with the GP's instructions and Company policy.

f) Provide a mentor and supervisory role for LDDAF induction training.

This job description is subject to review when necessary and at least yearly.

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SENIOR SUPPORT WORKER PERSON SPECIFICATION

Post Applied For: .....

Please read the details on the Person Specification form carefully before you complete your Application Form.

For each of the requirements listed in the Person Specification please tick those you have achieved and indicate the length of time (if appropriate) over which your experience has been gained. Any previous employment, voluntary/community work, spare time activities, home responsibilities and training will count. Use the general section for any additional information.

Your written application will be considered in relation to the Person Specification and candidates will therefore be selected for interview on this basis. It is important that you complete this section for each post applied for.

	KNOWLEDGE, SKILLS & ABILITY	Attained	Length of Experience
1	To have the ability to participate in the assessment of people's needs and contribute towards the implementation of their individual service plans.		
2	To have the ability to work with service users		
3	To have the ability to communicate clearly to service users, in English, about the service on offer to them.		
4	To have the ability to work as a team member.		
5	To be able to record information accurately, both written and numerical.		
6	To have the ability to work with parents and carers.		
7	To be able to work flexibly to cover the required shifts.		
8	To have an empathetic approach to people with disabilities.		
	EDUCATION & EXPERIENCE		
1	To be numerate and able to converse, write and comprehend in English		
2	To be able to write clear and accurate records in English.		
	EQUAL OPPORTUNITIES		
1	To have the ability to work within a positive action and anti-racist way taking the advice offered by the senior staff.		
	PERSONAL SKILLS		
1	To be able to manage time effectively.		
2	To work in a way which always has the highest regard for the individual service user, their choice, abilities and wishes.		

GENERAL SECTION

(Other information that you feel may be relevant to the post, please attach on a separate sheet).

Declaration:

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"I declare that, to the best of my knowledge, this information is true and complete. If I am offered employment and it is later established that any of this information is untrue, I understand that I shall be subjected to Erohealthcare's disciplinary procedure and may be liable to be dismissed by reason of misrepresentation".

Signed:…….. Date:…….