

## Job Description

<b>Job Title:</b>	Senior Support Worker
<b>Salary Grade:</b>	Grade 3
<b>SCP:</b>	7-11
<b>Job Family:</b>	People Care
<b>Job Profile:</b>	PC2
<b>Work Environment:</b>	Children's Homes
<b>Reports to:</b>	Registered Manager

### Purpose:

To ensure the safe care of children and young people looked after within the home, ensuring they are supported and encouraged to reach their full potential.

To supervise and manage the behaviour of young people in their care.

To create a warm and caring environment ensuring young people's physical, health, emotional, social, intellectual, moral and material needs are met and developed.

To ensure the care and welfare of each child in the home and ensure the needs of children and young people are met

To raise any concerns with the Registered Manager, Deputy Manager or Team Leader as appropriate.

To assess and manage cases with a degree of complexity and risk, taking action to coordinate resources (including staff deployment) and support to maintain or improve the wellbeing of children and young people.

To provide and promote person-centred care and support to vulnerable customers including people who have a range of mental health needs, learning and physical disabilities, and require differing levels of support; to meet a range of complex social and health needs.

To provide care and support to enable children and young people to achieve their maximum level of independence through appropriate physical, emotional and psychological support including: intimate personal care, moving and assisting, support with health interventions, practical tasks, appropriate communication and community involvement.

To contribute to the effective and efficient achievement of a high quality service which includes the following:-:

- Responsive to the changing needs of children and young people
- Meets all Health and Safety requirements
- Ensures All company Policies and Procedures are followed
- Meets all Children's Home Regs 2015 Ofsted standards
- Provides a supportive and rewarding environment to company employees

### **Additional Requirements**

- The post holder must hold or be working towards a NVQ level 3 Children and Young People or Level 3 Diploma for Children and Young people or equivalent; or working towards this (or equivalent)
- Must have knowledge of the Children's Homes Regulations and Quality Standards.
- Must have a good level of IT skills.
- Must be able to meet the travelling requirements of the post.
- Knowledge of key issue's relating to children
- Knowledge and understanding of child protection and safeguarding issue's especially within a residential setting
- Excellent communication skills
- Good numeracy skills
- Ability to undertake training/experience of Health interventions e.g. PEG feeding
- Ability to undertake training/experience of Physical Intervention methods  
Of the management of challenging behaviour

### **Key Tasks and Responsibilities**

**NB: This is not a comprehensive list of all duties and responsibilities but provides examples of the duties expected of the post holder**

**The key roles of this post will include:**

- To be involved in all aspects of the day to day care of young people and to ensure their care needs are met.
- To participate fully within the residential setting, including supporting young people to attend appointments and leisure activities. To accompany young people on social outings and maintain their own and young people's health and safety both on and off the premises.
- To work to and contribute to risk assessments and risk management plans.
- To undertake administrative tasks and maintain appropriate record systems in accordance with service and regulatory requirements ensuring an effective quality service is provided.

- To contribute to, be familiar with, and undertake all duties in accordance with SCAS policies and good practice which operate on a day to day basis throughout the home.
- Maintain standards with respect to Children's Home Regulations 2015, Quality Standards and OFSTED.
- Undertake tasks in relation to children and young people, including writing, implementing and reviewing their individual care plans. Contribute to the assessment and decision- making process by attending LAC reviews, care team meetings or other relevant meetings, keeping continuity records and submitting verbal and written reports as required.
- Liaise and consult with families, agencies and professionals as necessary and appropriate.
- To provide a positive role model for young people, promoting good and trusting relationships between young people, their families, staff, local community groups and neighbours.
- With appropriate training administer medication.
- To be aware of and work towards the home's statement of purpose.
- To work in an anti -discriminatory way with young people and their families, respecting and promoting equality and diversity.
- Participate in staff development initiatives and make use of training opportunities available in order to meet both individual and organisational needs.
- To maintain confidentiality and observe data protection guidelines.
- To undertake waking night duties when required.
- Such other responsibilities allocated appropriate to the grade of the post.

## **1. Working Environment Context**

- 1.1 Work flexibly on a rota basis, including weekends, bank holidays, night shift and sleep-ins.
- 1.2 Work flexibly across all service areas, and in all geographical locations.
- 1.3 To co-operate with the duty rota schedule so as to ensure adequate staffing, and be flexible at times due to the changing needs of the service and customers.
- 1.4 Ensure the health, safety and security of the workplace for yourself, colleagues and children and young people, in accordance with legislation and SCAS policies and procedures.
- 1.5 To work into the community as needed or a building-based service; this may include, but is not restricted to, children and young person's home, school and community venues.

- 1.6 Drive SCAS transport when deemed competent to do so (if service requirement).

## **2. Professional Context**

- 2.1. Deal with immediate emergency situations in accordance with prescribed procedures.
- 2.2. Keep up to date with knowledge, skills, innovation and developments in service provision, to use in your work with people and when leading the staff team.
- 2.3. Honour and prioritise work commitments.
- 2.4. Act in a professional manner, in line with SCAS policies, procedures, it's commitment to equality and sound value base of social care principles. For example: promoting independence, individualisation, confidentiality, non-judgemental attitude.

## **3. Other responsibilities**

- 3.1 The post holder is expected to be flexible in order to:
  - Work in any service across Sunderland Care and Support
  - Cover all hours as services develop e.g. Weekends, evenings, sleep-ins and waking nights
  - To co-operate with the rota schedule so as to ensure adequate staffing, and be flexible at times due to the changing needs of the facility and the residents.
  - Provide appropriate support and carry out other tasks and duties in line with their job role descriptions.
  - Attend regular team meetings, supervision and appraisal sessions.
- 3.2 Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Company records and information and respect the privacy of personal information held by the Company.
- 3.3 Comply with the principles and requirements of the Freedom of Information Act 2000
- 3.4 Comply with the Company's information security standards, and requirements for the management and handling of information, and use Company information only for authorised purposes.
- 3.5 Carry out duties with full regard to the Company's policies and procedures.

- 3.6 Comply with the Company's Health and Safety policy, rules and regulations and with Health and Safety legislation.
- 3.7 Comply with the principles and requirements in relation to the management of Company records and information, and respect the privacy and personal information held by the Company.