

**CAMBRIDGESHIRE COUNTY COUNCIL**

**JOB DESCRIPTION**

**Job Title:** Senior Support Worker In House Provider Services

**Section:** Adult Support Services

**Directorate:** Children, Families and Adults

**Reports to:** Team Leader/Registered Manager

**Grade:** Scale 5

**Location:** As per contract

**Hours** As per contract

**Job Purpose:**

To enable adults with a learning disability to live as fully independently as possible and to enjoy lifestyles as close to those enjoyed by other members of the community. To support and empower adults with a learning disability/Older People to enhance the quality of their life, maximise potential and to continue to promote and develop independence skills within their home, the community, or within a supported unit or whilst accessing respite.

To work within Mental Capacity legislation and Deprivation of Liberty Safeguards and have the ability to apply legislation within your area of responsibility.

Undertake shift/weekend/evening and bank holiday working where required. Sleep-ins to be worked if and when required by the service. The post holder may also be asked to participate in an on-call emergency system

You will line manage a team of Support Workers providing support, training and supervision.

Within 24 hour accommodation services you will work with the Registered Manager to ensure the service meets the requirements of legislation, regulation and CQC (Care Quality Commission) deputise in their absence and offer management support.

**Principle Accountabilities:**

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|---|------------|
| <p>1. Supervise and appraise staff within CCC guidelines. Follow CCC policies in relation to performance and absence management. Provide daily support in all aspects of their roles. Ensure training and development of the team to enable continued professional develop, including providing training where appropriate and act as a professional role model to frontline staff.</p>   | <p>15%</p> |
| <p>2. Ensure that information within the Service is accurate and up to date and reviewed to meet requirements. This may include care plans, medication recording, health action plans, hospital passports, risk assessments, meeting notes, safeguarding, activity plans and accident and incident reports. Undertake audits and quality assurance checks within your area under direction from registered manager/team leader.</p> | <p>10%</p> |

<p>3. Develop and agree Support/Care Plans in conjunction with the person, staff team, Registered Manager/team leader, family Carers and professionals. Use appropriate communication to provide opportunities for provision of the information. Assess risk and capacity in all areas of support working with team leader or registered manager and other professionals when required.</p>	<p>10%</p>
<p>4. Take responsibility for more complex health needs and liaison with health professionals. Attend meetings and appointments with professionals when required. Enable staff to provide support, advice and help to Service Users to manage their health care needs (e.g. monitoring changes or medication administration) including accessing mainstream health services to promote a healthy lifestyle to the individual.</p>	<p>10%</p>
<p>5. Manage staff resources to ensure the service has adequate staff cover to agreed levels. Complete weekly/monthly rotas and manage the cover and allocation of relief staff or additional hours.</p>	<p>10%</p>
<p>6. Where required provide support to manage finance of the Service User according to mental capacity and assessed need. Keep accurate records in line with CCC guidelines, within the home environment, which may include budgeting, bill payments and managing bank accounts. Complete checks and audits as required.</p>	<p>5%</p>
<p>7. Ensure Service Users are safeguarded from abuse. Complete all necessary reporting following CCC policies and guidelines including reporting to Team leader/Registered Manager to enable notifications to CQC where applicable. Respond to emergencies following guidelines, providing support to the staff team and reporting to Registered Manager/team leader as required.</p>	<p>5%</p>
<p>8. To monitor and report health and safety issues within the building and make all necessary recording as appropriate. Undertake regular inspections and carry out assessment of risk in all areas.</p>	<p>5%</p>
<p>9. Take responsibility to oversee the medicines management within the service. Ensuring all staff are appropriately trained, competency assessments are completed, recording meets requirements and the Medicines Management policy is followed. Report any incidents and/or safeguarding relating to medication as appropriate.</p>	<p>5%</p>
<p>10. Work with the staff team to assist service users where required to access Community facilities, including making arrangements for appropriate support and transport. Support Service Users to maintain contact with their family, friends, neighbours and others to promote a greater understanding of the nature of disability and to ensure inclusion in the Wider community.</p>	<p>5%</p>
<p>11. Within accommodation services: support, advise and assist service users to manage their home including decorating, purchasing furniture, maintaining the garden etc.</p>	<p>5%</p>
<p>12. Undertake sleep-ins, if and when required and any other duties that may be required from time to time, including any other appropriate delegated tasks as arranged with the team leader/Registered Manager.</p>	<p></p>

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### PERSON SPECIFICATION

**Job Title:** Senior Support Worker In House Provider Services

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**Reports to:** Registered Manager

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#### **Education, Qualifications & Training**

##### Essential

- Level 3 qualification in Health and Social Care

##### Desirable:

- First Aid training
- PROACTSCIP
- Mental Capacity Act. Deprivation of Liberty Safeguards
- Assisting People to move training
- Food Safety training
- Making Safeguarding Personal
- Epilepsy Training
- Autism awareness training

#### **Knowledge & Experience**

##### Essential:

- At least 2 years of experience of working with vulnerable people
- An understanding of the principles of supported living/ respite provision or within a day centres setting and good practice in working with people with a disability or Older People
- Knowledge of how to prepare and evaluate individual care plans
- Ability to adapt to change on a daily basis and/or longer term as services develop and change

- Understanding of the need to determine and co-ordinate service options
- Ability to administer medication in line with CCC policy and procedures
- Understanding of safeguarding and responsibilities in this to keep the service user safe.
- Understanding of the assessment of mental capacity and deprivation of liberty

Desirable:

- Experience of managing a staff team
- Experience of managing behaviour that challenges
- Experience of assessing risk and devising appropriate risk strategies
- Experience of undertaking designated specialist care tasks

**Skills & Attributes**

Essential:

- Ability to work as part of a team and own initiative
- Ability to present information clearly and concisely, verbally and in writing
- Ability to plan and prioritise to meet strict deadlines
- Ability to use IT and online platforms which will include emails, training platforms and CCC systems.

Desirable

- Assertiveness skills

**Attitude**

Essential

- Able to maintain confidentiality
- Commitment to the principles of promoting independence, choice and control
- Commitment to anti-discriminatory practice and equal opportunities
- Commitment to providing a high quality needs led service
- Willingness to commit to your own personal development
- Willingness to undertake mini bus/driver training in order to transport service users

**Circumstances**

Essential:

- Ability to work weekends, evening and bank holidays
- Ability to sleep-in overnight
- Ability to travel countywide if required

Desirable:

- Driving Licence
- MIDAS mini bus driving certificate

## **Cambridgeshire Behaviours**

### **Working together**

- I establish credibility and work co-operatively with colleagues and customers
- I maintain good practice as well as making future improvements

### **Integrity**

- I make decisions without bias
- I explain clearly to colleagues & customers how these decisions will impact on service delivery

### **Respect**

- I am aware of the positive and negative impact I can and could make on colleagues and customers
- I am considerate when using and working with all resources and take responsibility for managing them

### **Excellence**

- I plan and anticipate changes in work practice
- I logically identify the best approach in continuing to meet my objectives and deliver excellent outcomes