

## **Fair Deal Job Description**

<b>Post:</b>	<b>Senior Support worker</b>
<b>Responsible To:</b>	Team Leader
<b>Hours of Work:</b>	37 hours per week
<b>Salary:</b>	£23,506 pa
<b>Conditions:</b>	See Detailed Contract of Employment

This description gives an overview of the post, the key responsibilities, and the context within which the post is offered. It is not intended to be an exhaustive statement of Terms and Conditions within Fair Deal.

### **Introduction:**

The Senior Support Worker will provide first line management and lead a small team of support staff. They will be responsible for ensuring all designated individuals receive high-quality, person-centred supports. They will lead and support practice development within the team.

To ensure the Senior Support Worker can establish and maintain direct contact and involvement with those we support, an element of their role will be direct support provision.

They will be responsible for preparing and maintaining up to date support plans and co-ordinating the provision of high quality, individualised, support delivered by experienced and committed support staff.

They will ensure good joint working practices are established and maintained with relevant parties.

Key to the job is adopting a proactive approach to achieving a positive relationship with all stakeholders.

## **1. To oversee the day to day running of designated services**

- Ensure schedules are in place to meet contracted hours of provision and effectively support the individuals.
- Ensure records of support provision are accurately maintained.
- Implement and monitor service systems according to policy and procedure.
- Manage all finances relating to the service in accordance with financial policies and procedures.
- Monitor and manage the safe administration of medication.

## **2. To support staff in the delivery of service**

- Provide direct supervision to support staff.
- Provide on-site coaching and mentoring to staff.
- Lead staff in writing, implementing, and reviewing support plans which reflect the interests and wishes of the individual.
- Identify staff training needs and plan to meet these in conjunction with the Team Leader

## **3. To contribute to the service provision and development**

- To work on shift as agreed within the service, providing direct support to the individuals.
- Promote and support inclusion throughout the service, identifying and discussing opportunities in the community.
- Facilitate Person Centred Planning as required.

## **4. Learning and Development:**

- Effectively identify and contribute to learning and development activities including meeting organisational targets for SVQ achievement.

## **5. To maintain effective communication**

- Develop and maintain effective communication systems within the service.
- Hold regular team meetings.

- Ensure relevant parties involved in planning and review of support are regularly updated on changes and progress through regular, planned reviews and reports.
- Establish and maintain effective communication with families and relevant others.

## **6. Additional Duties**

- Senior Support Workers will be required to participate in sleepover arrangements where service needs dictate.
- Promote the organisation in a positive manner.
- Undertake other duties as required.

## **Qualifications and Experience**

### **Additional Information**

- All employees will be expected to apply for and maintain their Registration with the SSSC at the appropriate time, as specified by the SSSC, and to ensure they comply with the SSSC Code of Conduct.
- All staff must familiarise themselves with all the Policies and Procedures of Fair Deal and work within both procedural and legal frameworks including Health and Safety and Equalities. All staff have a duty to ensure they comply with requirements under the Protection of Vulnerable Adults and Children
- All staff should familiarise themselves with the organisation's policies and procedures and work within Fair Deal's Policy framework, including Health and Safety, Equalities, Discipline and Confidential.
- It is essential that the post holder achieves a relevant qualification for the post as defined by the Scottish Social Services Council (SSSC)
- It is essential that an SVQ 3 in Care is held or to demonstrate a commitment to working towards this qualification, and successfully completing this within a time frame specified by management.
- Applicants should have at least 2 years' experience in a Social Care setting and management experience will be an advantage.

Prior to any unconditional offer of employment being made Fair Deal requires to have the following compliances satisfied:

- Two satisfactory references
- Satisfactory PVG certificate
- Compliance with Asylum and Immigration Act 1996
- Qualification/SSSC registration (if applicable).
- Code of Practice for Social Service Workers Social service workers

**PERSON SPECIFICATION (SENIOR SUPPORT WORKER)**

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	Two years previous experience in a Social Care service setting	<ul style="list-style-type: none"> <li>• Working with people who present challenge.</li> <li>• Experience of supervising staff and co-ordinating support provision.</li> </ul>
Education, Qualifications and Training	SVQ 3 in Care, or successfully completing this within a specified period.	Recognised qualification e.g. RMH/RNMH, Dip SW, CSS,

Value Base	<ul style="list-style-type: none"> <li>• A belief in inclusion, evidenced through work practice or personal experience.</li> <li>• A desire to ensure people supported are at the heart of decision making</li> <li>• Commitment to the principles and practices of continuous improvement</li> </ul>	
Skills, abilities and knowledge	<ul style="list-style-type: none"> <li>• Ability to plan and prioritise workload.</li> <li>• Ability to motivate staff.</li> <li>• Ability to write support plans.</li> <li>• Ability to draw up and adjust rotas as required.</li> <li>• Understanding of budget management systems</li> </ul>	<ul style="list-style-type: none"> <li>• Report writing</li> </ul>
Interpersonal and Social Skills	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to liaise effectively with a range of stakeholders.</li> <li>• Promote the organisation positively</li> <li>• Creative thinker and problem solver</li> </ul>	