



JOB DESCRIPTION

POST: Senior Support Worker (Grade 2)

HOURS: 37.5 hours weekly.

ACCOUNTABLE TO: Accredo Management Board

REPORTING TO: Team Leader

Our mission is to support, develop and enable people who have a range of diverse needs (in particular those with an ASD), assisting them to live as independently as possible as respected members of their local community.

To work in partnership with others to provide a range of innovative, creative and individualised support packages.

This is achieved through Person Centred Planning in which we aim to promote optimum health, foster choice, independence, self-awareness, self-confidence and as far as possible we will support the individual to access stimulating activities in real life settings to learn real life skills and to be treated as equal to others.

In addition to having a *supervisory* responsibility Senior Support Workers are directly responsible for supporting, developing and enabling the individual in pursuance of the above goals.

MAIN DUTIES AND RESPONSIBILITIES

SUPERVISORY

1. Assist in the leadership, support and supervision of a small staff team.
2. Assist in devising staff rotas, managing absences and covering shifts in accordance with Accredo's policies.

SUPPORT

1. Contribute to the development of appropriate, individualised and achievable Person Centred Plans.
2. Support and enable the individual to have their say in mapping out and planning current and future service provision.
3. Support and enable where appropriate the individual to set up and maintain their own tenancy. Ensuring the domestic environment is maintained to a high standard. This involves carrying out all normal household tasks and enabling people to be fully involved in all aspects of their lives.
4. Supporting the individual with personal care tasks if necessary, such as washing, bathing, shaving, dressing and using the toilet. At all times ensuring the persons rights to privacy, dignity and cleanliness are respected.
- 5 Support, develop and enable the individual in real life settings to learn real life skills, accessing where appropriate Education, Training, Vocation and Leisure activities.
- 6 Support and enable the individual to maintain their physical well being, this will include where appropriate health care, personal care, medication, fitness and diet.
- 7 Support and enable the individual to maintain their social well being, this will include where appropriate social understanding, motivation, independence and community presence.
- 8 Support and enable the individual to maintain their emotional well being, this will include where appropriate flexibility of thought, communication, behaviour management, and family contact.
- 9 Provide a high standard of hands on support to individuals and role model this for other staff.

FINANCE AND ADMINISTRATION

1. Support the individual with finance/benefit claims.
2. Contribute to the management of a petty cash system.

3. Record and maintain accurate written records.

LIASON AND COMMUNICATION

1. Participate in and complete the formal induction programme.
2. Participate in training and development programmes as highlighted through staff supervision and appraisal.
3. Attend and contribute to regular staff meetings.
4. Work as part of a staff team to provide a twenty-four hour support package that will require maximum flexibility of attendance. This will include on a rota system waking nights, sleep in duties, weekends and shifts.
5. Liase and maintain links with outside agencies, external professionals and parents/family members including attendance and participation in review and other meetings.

OTHER

Assist the Team Leader in ensuring that staff adhere to Accredo's policies and procedures and to contribute to developing, implementing and monitoring them. This includes policies on equal opportunities, health and safety and confidentiality.

Co-ordinate quality assurance and quality monitoring systems as required.

This Job Description is an outline only. It may be altered to take account of changing circumstances.



PERSON SPECIFICATION

POST: SENIOR SUPPORT WORKER – GRADE 2

LOCATION: LEICESTERSHIRE

JOB KNOWLEDGE AND EXPERIENCE

Essential	Desirable
√	
√	
√	
	√
√	
√	

1. Knowledge and experience of Autism.
2. Knowledge and experience of people with Learning disabilities.
3. Knowledge and experience of support/care work.
4. N.V.Q. level 3 or equivalent.
6. Experience of leading, supporting and supervising staff.
7. Knowledge of current legislation.

SKILLS

Essential	Desirable
√	
√	
√	
√	

1. Good written and verbal communication skills.
2. Good planning/organisational skills.
3. Ability to support, develop and enable individuals in the pursuance of individual goals.
4. Ability to facilitate a range of stimulating activities in a range of settings.

PERSONALITY

Essential	Desirable
√	
√	

√	
√	

1. Ability to demonstrate good practice.
2. Personal flexibility and ability to adapt to change.
3. Ability to work as part of a team.
4. Ability to cope with stressful situations.

Essential	Desirable
√	
√	

ATTITUDE

1. Commitment to Accredo's Mission, Values and Principles.
2. Ability to identify and manage risk.

OTHER REQUIREMENTS

Essential	Desirable
√	
√	
	√

1. Ability to work flexible hours, including evenings, weekends, bank holidays, waking nights and sleep ins.
2. Ability to take part in a wide range of activities including sport.

3. Ability to drive and a holder of a current valid driving licence.