



STOCKDALES

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SENIOR SUPPORT WORKER/KEY WORKER

Job Description

Main purpose of job is to support the Home Manager to deliver residential and respite care services for children and young adults, which fulfil Stockdales responsibility to meet the physical, emotional and intellectual needs of the residents.

Senior Support Workers/Key Workers work a shift system of duty, which includes evenings and weekends.

This post is subject to an Enhanced Disclosure by the Criminal Records Bureau.

Principal Responsibilities

1. To provide leadership to the staff team on rota.
2. To welcome and accept each person unconditionally with the respect due to his/her dignity as a person.
3. To carry out instructions concerned with the individuals care plan.
4. To participate in care meetings and occasional meetings away from work.
5. To administer prescribed medication in line with current Stockdales policy
6. To adhere to Stockdales policies and procedures
7. To assist or take charge of the person's personal care (bathing, grooming, dressing and undressing) by physical/verbal prompting or physical support when necessary
8. To be mindful of the persons property i.e. making a list of belongings on admission. Taking care of wheelchairs and care appliances during the stay - reporting any damage.
9. To be aware of: -
 - a) Fire safety and evacuation procedures
 - b) Food hygiene
 - c) Health and Safety matters
10. To communicate with parents, colleges, and Social Services, keeping the Manager informed at all times.
11. To attend instruction courses as directed and be responsible for the training of care staff regarding the routine and Stockdales policies and procedures.

12. To be diligent and conscientious of individual and group needs.
13. Maintain daily reports, case files, and registers as required.
14. To be aware at all times of the need for confidentiality in all matters concerning residents.
15. To enable residents to participate in activities inside and outside the home and be involved in all aspects of daily living e.g. shopping, cooking and house keeping.
16. To protect every resident from any form of abuse, sexual, physical, emotional or psychological, immediately reporting any suspicious or actual facts and observations.
17. To manage your time effectively for the benefit of residents, encourage colleagues to work within a team and actively contribute to a high standard of care.
18. To assist each person to express their individuality and exercise their personal choice and preferences thus helping them to keep control over their development and move towards the degree of independence appropriate for their age and physical condition.
19. To accompany residents on external activities or for medical treatment.
20. To share in all aspects of life in the home, e.g. preparation of meals and domestic duties and to undertake any other duties appropriate to the post.
21. To participate in the 'on call' rota, this is payable at £35 per week/£5 per night, as cover in case of emergency admissions (approximate call out rate 2 – 5 per annum)
22. If accepting extra shifts on night duties to be aware these are waking night shifts and therefore no sleeping shall be permitted whilst on shift.
23. To adhere to the General Social Care Council Code of Practice for Social Care Workers

Salary – £8.07 - £8.37 per hour depending upon qualifications. There is an annual pay review in April.

Hours per week – 35 per week on a shift system including evenings and weekends

Holidays –28 days holiday per year inclusive of bank holidays.

Health care benefits provided by the company Healthsure scheme after 1 year qualifying service

Ongoing professional development, guidance and support from experienced managers

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility and is open to change and review at any time.

Personal Specification

Qualifications and Training

Candidates must have NVQ Level 2 or equivalent in Care/Child Care and be willing to undertake and achieve NVQ 3 in Care/Child Care or equivalent

Experience

Experience of working with children and adults with physical and learning disabilities providing personal care and support, administration of medication and health care procedures.

Skills and Abilities

Good verbal and written communication skills, record-keeping skills, ability to produce and deliver accurate basic reports

Practical care skills e.g. administration of medication, gastrostomy feeding, manual handling

Basic fitness and good general health

Basic IT skills

Personal commitment to self development and willingness to attend training.

Personal commitment to continuous service improvement.

Personal commitment to actively promote the well being of people supported at Stockdales

Willingness to be flexible in working arrangements and to meet the needs of the service.