

JOB DESCRIPTION:

<u>TITLE</u>	SENIOR RESIDENTIAL SUPPORT WORKER (GRADE 1)
<u>AREA OF WORK:</u>	STEP-A-SIDE
<u>HOURS:</u>	AS PER CONTRACT
<u>ANNUAL LEAVE:</u>	AS PER CONTRACT
<u>RESPONSIBLE FOR:</u>	CARE TEAM AND CLIENTS
<u>ACCOUNTABLE TO:</u>	STEP-A-SIDE MANAGERS AND THE BOARD OF DIRECTORS.
<u>MINIMUM QUAL'S:</u>	MINIMUM NVQ/QCF LEVEL 3 CARE.

OVERALL OBJECTIVES:

Each member of staff is expected to promote an environment where all people in our care are shown respect and are valued as individuals, by themselves and by all staff on duty with them.

Each member of staff is expected to show the same respect and value for other staff with whom they work and interact.

- a) Create an environment, which meets the physical, emotional, psychological, spiritual, cultural and sexual needs, both individually and as a group.
- b) To ensure the environment within the units offers sufficient stimulation and guidance of leisure pursuits, together with an opportunity for personal, social and intellectual development.
- c) Promote equality for all individuals:
 - i) Promote anti-discriminatory practice.
 - ii) Maintain the confidentiality of information received, giving consideration to the responsibility this brings upon the individual.
 - iii) Acknowledge an individual's personal beliefs and identity.
 - iv) Acknowledge an individuals right to maintain their cultural, racial and religious interests.
 - v) Promote effective communication for all individuals.

PRINCIPAL DUTIES:

Client focussed responsibilities:

- a) To ensure that service users in our care are encouraged to participate as fully as possible in decisions affecting their lives, acting as a key worker where appropriate:
 - i) Ensure there is active involvement in the development and continuity of each individual's placement plan.
 - ii) Ensure that individuals are encouraged and enabled to take responsibility of planning and continuing their own daily programmes.
 - iii) Encourage and enable each individual to take responsibility for their own actions, bearing in mind risk taking and relevant policy.
 - iv) Encourage each individual to manage their own domestic and personal resources, as far as their own abilities determine.
 - v) Encourage each individual to take responsibility for his or her personal hygiene and appearance.

- b) To participate in all areas of decision making in relation to the people in our care.
 - i) Give active encouragement and support to KEY WORKERS and other staff members to implement placement plans and help to develop the means to enable an individual to reach their full potential.
 - ii) Take part in the review of each individual, in line with the operational policy of the Organisation, and be involved in the compilation of future plans and their implementation.

- c) Be an advocate for each individual and to ensure that their rights and choices are recognised and respected.
 - i) By preparing reports for any reviews.
 - ii) By representing the service user with any outside agencies.
 - iii) To help formulate long term plans with the service user; their family and colleagues;
 - iv) By encouraging community links.

- d) Contribute to the ongoing support of each service user and those significant to him or her.

- e) Contribute to the protection of all individuals from abuse.

- f) To provide a model for the client in behaviour and relationships with others.

- g) To help each service user to understand the behaviours of others and to create an understanding of the different stages of development.

- h) To encourage each service user to participate in recreational activities and stimulate them with individual attention and encouragement.

Staff focussed responsibilities:

- a) Undertake any training set down by Management.
- b) To be aware of all policies and procedures relating to the Units and to ensure they are implemented as necessary.
- c) In conjunction with Registered Manager, ensure Health and Safety rules are observed and to participate in regular drills, checks and training as deemed appropriate.
- d) Participate in specified meetings, including supervisory sessions.
- e) In conjunction with Management, other staff and the service users in our care, maintain suitable records and reports on the progress of each individual.
- f) Effectively communicate any information received to all relevant members of staff and Management at the earliest opportunity.
- g) All duties as directed by the Step-a-Side Management Team.

Senior Residential Support Worker

In addition to the role of RSW as a senior member of staff, you will have additional responsibilities:

- a) To plan and organise shifts effectively; deploying team members appropriately.
- b) Lead team meetings / discussions and record minutes / outcomes. Participate in meetings with staff team and other members of the management team, passing on decisions / outcomes to your team members as appropriate.
- c) Ensure daily records and reports are completed. Ensure that each staff hand-over is utilised effectively to pass on all relevant information and to inform of any potential difficulties that may arise.
- d) Ensure that Placement Plans are regularly reviewed and all appropriate documentation is kept up to date.
- e) Liaise with the Registered Manager on any issues at all times through meetings and open discussions.

- f) Ensure team members are given guidance and support in managing stress.
- g) To participate in the induction process for new staff.
- h) To ensure that adequate arrangements for the introduction and reception of new clients are made.
- i) To take on-call responsibilities on a rota basis and to ensure that the management team are informed of any incidents that occur and how they were dealt with.
- j) To ensure that the unit remains in the highest standard of presentation.
- k) To work with the Manager in promoting a positive environment within the home.
- l) Assist in discussions with Social Workers or other professional staff in the company and attendance at meetings concerning residents when deemed appropriate by the Manager.
- m) When the Manager is not available to represent the home at meetings.
- n) Promote good industrial relations and compliance with all statutory provisions and Company policies relating to employment.

This job description is intended as a guide to the role of a Senior Residential Support Worker and may, in future, be amended to reflect the changing needs of the service, which Step-a-Side provides and promotes.

SKILLS MATRIX

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Personal attributes	Essential	Desirable
Personal skills and attributes	<ul style="list-style-type: none"> • Ability to engage with service users in a positive and proactive approach • Self organisation skills • Sensitive and reflective • Honesty and reliability • Ability to listen and empathise • Ability to assess risks • Commitment to on-going training • Ability to work in a team 	<ul style="list-style-type: none"> • Motivate others • Influence others and persuasiveness • Positive leadership skills • Develop innovative solutions • Coaching skills
Qualifications and training	<ul style="list-style-type: none"> • NVQ / QCF Level 3 	
Work experience	<ul style="list-style-type: none"> • Working within residential care • Working therapeutically • Adult protection and safeguarding • Work individually and within a team 	<ul style="list-style-type: none"> • Inducting new team members
Professional / specialist knowledge	<ul style="list-style-type: none"> • Knowledge of CQC 'Essential Standards of quality and safety' document. • An understanding of the care needs of service users with emotional and behavioural difficulties, learning disabilities and challenging behaviour. 	<ul style="list-style-type: none"> • Training and expertise in at least one specialised area of home and social care. • IT literate.
Other requirements	<ul style="list-style-type: none"> • Full driving licence • Ability to work shifts, including weekends, bank holidays etc. 	