

Job Description
Senior Support Worker
<p>Introduction</p> <p>Autism Initiatives is committed to working in partnership with people who use our services, their families, commissioners and others to provide a specialist, autism specific, person centred and outcome focussed service for people with autism spectrum conditions.</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> • Work in the context of Autism Initiatives’ Vision, Mission and Philosophy and to use our ‘Five Point Star’ approach in order to support the people who use our services in achieving their goals. • Work to develop their abilities in line with the Autism Initiatives Competency Framework. • Recognise the positive abilities of people who use our services and support our shared belief in lifelong learning. • Adhere to the Autism Initiatives’ Code of Conduct and the General Social Care Council’s Code of Practice, showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times.
<p>Location / department</p> <p>Senior Support Workers are initially recruited for specific locations and the people who use our services, but <i>may also be required to work at other locations, either temporarily or permanently.</i></p>
<p>Line Manager</p> <p>Senior Support Workers are managed and supervised by the Service Manager where they are located.</p>
<p>Main Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Be able to work on their own initiative, and be able to plan and organise daily activities and routines for themselves and the team. 2. Provide direction and support to junior members of staff, and assist the Service Manager in the overall management of the service. 3. Specifically take account of the choices, needs and wishes of each person who uses our services, involving individuals in their own plans and day to day decisions.

4. Take personal responsibility for learning about each person who uses our services and the way autism affects them; for 'listening' to the individual; and for reflecting on own practice to continuously develop their own knowledge and skills.
5. Maintain confidentiality at all times.
6. Develop person centred working relationships with the people who use our services, carrying out any Key Worker responsibilities in a professional manner.
7. Produce/contribute to assessments and reports as required
8. Attend contribute to, and chair case reviews.
9. Liaise with external agencies and/or parents and relatives to establish the best interests of the people who use our services.
10. Supervise specific members of staff, students or volunteers, supported by a senior member of staff.
11. Participate in any grievance, complaint or disciplinary action, in accordance with the organisation's procedures in conjunction with the Service Manager.
12. Attend and participate in all meetings as required including own Supervision and Appraisal.
13. Take responsibility for a particular administrative area, e.g. medication, petty cash, rotas etc., as directed and guided by the Service Manager.
14. Deputise for the Service Manager in the event of their absence with appropriate support from other managers/Area Manager.
15. Take responsibility for 'on call' duties when required.
16. Work with managers to identify needs and access relevant learning and development opportunities and share that learning with others.
17. Work as part of a team, sharing responsibility fairly and being supportive of others.
18. Support people who uses our services in their daily lives through:
 - Assisting them to develop and maintain a high standard of personal hygiene and appearance
 - Supporting them to make appropriate choices regarding their nutritional needs.
 - Administering medication in accordance with their needs and taking full account of the Medication Policy and Procedures
 - Accompanying them to the dentist, doctor, hairdresser, and other appointments as appropriate.
 - Reporting to managers *any* concerns regarding the people who use our services welfare including health and safety issues
 - Supporting them in their basic care needs such as bathing, dressing, shaving, and assisting them to learn self-care and with direct support where required
 - Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with individual interests, choices and needs.
 - Accompanying people who uses our services on trips and holidays away
 - Ensuring the home environment is secure, clean and well presented, undertaking domestic chores and relevant checks as necessary

- Adhering to all safeguarding requirements and any procedures aimed at the protection of adults at risk.
- Using ‘Positive Intervention Support Planning’ to support people who use our services in managing their own challenging behaviours
- Understanding the importance of a working file and plans, and using these effectively and professionally to inform practice on a daily basis.
- Recording accurately and professionally in line with national standards, Autism Initiatives requirements and the Five Point Star approach.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description, have to be undertaken.

These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work.

The job description may also be reviewed in light of changing service needs or developments in consultation with the post holder.

Person Specification

Senior Support Worker

Essential:

- Knowledge of current legislation and regulations relating to social care sector
- Working knowledge of the requirements of the Care Quality Commission
- Awareness of Autism Spectrum Conditions and how they may effect individuals
- Ability to work on own initiative and 'think for yourself'.
- Ability to work effectively as part of a team
- Good supervisory skills
- Flexibility and resilience: The ability to meet the changing needs of service users
- Good communication skills, particularly recognising the importance of listening.
- Ability to understand and complete relevant documents and reports
- Professional approach and positive attitude
- Willingness to learn and continuously develop
- Full Clean Current Driving License

Desirable

- Knowledge of the communication tools available to people with ASC.
- Understanding of the difference between support and care
- Understanding of 'outcomes' in relation to working in the care sector
- Ability to work in a supervisory capacity
- Knowledge of multi-disciplinary working
- Knowledge and ability in developing and implementing individual support plans.
- NVQ or Diploma Level 3 qualification in Health and Social Care.



AutismInitiatives
real partnerships, unique solutions, positive outcomes