

<b>Job Description</b>
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**Job Title:** Senior Support Worker

**Department:** Services

**Place of work:** Scotland

**Reports to:** Team Leader

**Employees managed:** Support Workers

**Purpose of job:**

The Senior Support Worker (SSW) will be required to assist with the management, supervision and direction of a staff team within the service. The SSW will support the management team in developing and maintaining the organisation's standards relating to Autism specific and person-centred practices. Liaising with the organisation's practice support team the SSW will assist in the preparation of support and communication plans, ensuring consistent practices throughout each service user's support network.

The SSW will also assist in managing the service unit effectively, maintaining high standards of care and support in line with the organisation's quality standards and mission statement.

**Principal contacts:**

Internal	Autism Initiative's staff and Management team
External	External agencies, Statutory bodies, parents and carers

**Main duties and responsibilities:**

- Assist with the implementation of all care plans relating to health, leisure and education.
- Be responsible for flexible service delivery in line with identified need through the person-centred plan.
- To monitor and record outcomes relating to the person-centred plan.
- To inform future interventions and planning to the person-centred plan.
- To assist in the production of reports and support assessments as required.
- To keep abreast of developments in theory relating to autism specific interventions and support strategies.
- Undertake responsibility for administering medication and ensuring administration throughout the team is in accordance with medical guidelines and organisation policy.

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- To attend regular medication reviews, ensuring that all information is disseminated throughout the team, changing care plans (in conjunction with the Project Manager) as required.
- To ensure service user confidentiality at all times.
- To accompany service users on holidays/extended trips away and all activities relating to leisure, educational, community or family interaction.
- Hold regular staff meetings and manage the staff team effectively in ways which promote harmony and good teamwork.
- Conduct individual supervision and appraisal on a regular basis and in accordance with the organisations standards.
- Ensure all staff meet required standards of performance in relation to the organisations policies and Investor in People award.
- To ensure policy and procedure in relation to adult protection is adhered to.
- To identify and monitor the development needs of the staff team in liaison with the Project Manager.
- To be on-call for the service on a roster basis as required.
- Oversee in conjunction with the finance department, the administration and monitoring of service users' finance and petty cash systems.
- To ensure financial transactions are in accordance with the financial department's standards and policy.

### **As an employee of Autism Initiatives UK the post holder will also be expected to:**

- ❖ Achieve Supervisor registration on Combined Register Part 4 with the Scottish Social Services Council within 6 months of commencing employment.
- ❖ Achieve (or already hold) appropriate qualifications for Supervisors on Combined Register Part 4 within regulatory timescales.
- ❖ Understand and work within the SSSC's Codes of Practice and Registration Rules.
- ❖ Contribute to the maintenance of a safe and healthy working environment.
- ❖ Successfully complete induction training and probationary targets.
- ❖ Contribute to the protection of individuals from abuse (sexual, emotional, physical, and financial).
- ❖ Positively promote professional and communicative relationships within the organisation, with colleagues, with other professionals and agencies, with families and the wider community.
- ❖ Positively promote the organisation, its services and the needs of people with autism in general.
- ❖ Fully participate in systems which ensure full attention to confidentiality, equal opportunity and anti-discriminatory practice.
- ❖ Seek to maintain and develop their own understanding of autism, its implications and appropriate interventions.

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- ❖ Seek to develop own skills and undertake training as required by post.
- ❖ Promote professional standards of service delivery in accordance with policies and procedures.
- ❖ Ensure that all administrative functions appropriate to the post are carried out in accordance with stated policy and procedure and that appropriate records are maintained.
- ❖ Work with and contribute to the appropriate support of volunteers.
- ❖ Mentoring, guidance and support other staff with similar responsibilities.

These key tasks are not intended to be exhaustive but highlight a number of the major tasks and responsibilities of the post.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore 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. If the additional responsibility or task becomes a regular or frequent aspect of the job, it will be included in the job description in consultation with that post holder.

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

To complete any other duties and responsibilities when requested, which are commensurate with this role.

To carry out the duties and responsibilities of the post at all times in compliance with all of Autism Initiative's policies, especially Equal Opportunities and Health & Safety.

<b>Person specification</b>
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Job title: Senior Support Worker

Department: Scotland

**Qualification:**

**Essential**

- SVQ 4 Social Services & Healthcare  
OR
- SVQ 3 Social Services & Healthcare AND Professional Development Award  
Supervision in Health & Social Care  
OR
- Hold a different qualification which meets the SSSC registration requirements for  
Combined Register Part 4  
OR
- Be willing to achieve a relevant qualification within 5 years of commencement of  
employment.

**Knowledge:**

**Desirable**

- Working knowledge of Autism Spectrum Condition and person-centred care

**Essential**

- Current legislation and regulations relating to social care sector
- Understanding personal responsibilities under the SSSC rules and Codes of Practice
- Knowledge of the requirements of the National Care Inspectorate
- Understanding of the needs and right of individuals
- Multi-disciplinary working with people with complex needs
- Implementation and development of support/care plans

**Skills:**

**Essential**

- The ability to use your own initiative, to organise and prioritise your own workload  
accordingly
- To be flexible and proactive in problem solving situations
- Good supervisory skills, with a hands-on approach
- Good communicator

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### **General:**

### **Essential**

- Prepared to work evening and weekends on a roster basis to include sleep in duties.
- To accept on call responsibilities