



Geneva Day Services Senior Support Worker

Salary: £25,064 per annum for 40 hours per week, Monday to Friday

Reports to: The Geneva Road Team Leader

Key Role

- ✓ Geneva Road Senior Support Workers provide high quality assistance to people with disabilities at our daytime opportunity service. They ensure that all their work is responsive to everyone's needs and that they are professional and act in accordance with EnhanceAble's philosophy and policies at all times.
- ✓ In addition, Seniors play an important role in supporting other staff: troubleshooting and offering advice, acting as a communication point to ensure all staff, and managers are up to date with relevant information.
- ✓ To support the manager in all aspects of their role.

Senior Support Worker Responsibilities

- To work with the manager to oversee care files and ensure that all files are up to date
- To occasionally run morning planning meetings in the managers absence
- To take some extra responsibility for overseeing the service when the manager is absent.
- To liaise closely with the CEO in the manager's absence.
- To complete risk assessments, support plans, behavioural support plans, eating and drinking profiles, epilepsy plans and other related paperwork and assessment work. This would be expected after training had been provided and successfully completed.
- To be available for development training that will increase your skills base
- To judge when it is appropriate to escalate a matter. To supply accurate and prompt information to the manager or other managers.
- To be a professional voice and presence for EnhanceAble, liaising with professionals and families
- To represent EnhanceAble at meetings and reviews
- To be a first stage for staff reporting safeguarding concerns when the manager is not available.
- To contribute to a positive, caring and supportive culture at EnhanceAble.



Service User Centred Responsibilities

- To develop strong professional relationships with service users to enable you to meet their individual needs, particularly including the following: gender, age, cultural needs, and personal interests.
- To monitor service user's needs and to judge how effectively they are being met on an ongoing basis.
- To liaise with other professionals and agencies as appropriate for the well being of the service users, including participation in case conferences, care planning and reviews, providing written reports as required.
- To provide ongoing support to EnhanceAble service users.
- To maintain contact with families or carers of service users where appropriate and in line with the organisation's philosophy of confidentiality, respect and service user consultation.
- To maintain accurate and comprehensive records relating to service users (including care plans), upholding the principles of good record keeping.
- To provide all personal care in line with risk assessments and with dignity and respect.

Education and Skills Development

- To encourage and support service users in their individual aims & desired outcomes.
- To support service users in finding new opportunities and accessing them.
- To undertake skills development work with individuals as they and their Support Plan requires.

Team Responsibilities

- To work as part of a team providing input and support to promote an effective and efficient service, responsive to service users.
- To liaise with the rest of the team with regards to people's changing needs and wishes
- To attend and contribute to staff meetings.
- To attend regular 1:1s
- To carry out all duties in accordance with the organisation's policies and practices, particularly regarding Health and Safety at Work, Safeguarding and Equal Opportunities.
- To recognise the limitations of your own skills and knowledge and to involve others with more expertise as appropriate.

Training



- To work with your manager to identify your training needs, and participate in training courses to meet the individual, team, organisation and national objectives.
- To participate in training and induction of staff.

General

- To attend work promptly, reliably and fit to perform all necessary tasks.
- To provide personal care to service users. This will include providing assistance in the toilet, bathroom and bedroom.
- To follow risk assessments in the above work.
- To assist service users at meal times as required; this will include giving one to one support whilst eating, support in choosing and support in cooking foods.
- To carry out administrative duties as determined by the post, including maintaining accurate and comprehensive records.
- To be willing to undertake any additional reasonable responsibilities in order to ensure the smooth running of the organisation.
- To work primarily from 8.30am until 4.30pm Monday to Friday.
- To understand that at times you will be required to work different or additional hours to support the needs of EnhanceAble and its clients.

Person Specification - Senior Support Worker

1. A minimum of 1 years' experience in a relevant social care position
1. A sound and in-depth understanding of clients' needs that enable you to troubleshoot and problem solve.
2. Knowledge and experience of working with and/or relating to disabled people.
3. Commitment to promoting independence and choice.
4. A belief in EnhanceAble's values
5. Ability to support customers in participating in a range of social, educational activities.
6. Achievement of, or willingness to work towards, NVQ level 3 or 5 or an equivalent or higher qualification.
7. Effective written communication and good IT skills
8. Excellent time management and organisational skills.
9. Ability to work as part of a team.