



The Richmond Fellowship
Scotland

Role Profile

Job Title: Senior Support Worker
Reporting to: Team Manager
Salary: Incremental scale £22,231.00 ; £22,562.00 ; £23,115.00 ; £23,668
Hours: Full time – 37.5 hours per week with Sleepover and On Call as required
Purpose of the Post: <p>The Senior Support Worker will provide first line management and lead a small team of support staff. They will be responsible for ensuring all current and newly referred individuals receive high quality, person centred supports. They will lead and support practice development within the team and will provide coaching and mentoring to team members.</p> <p>In order to ensure the Senior Support Worker has the opportunity to establish and maintain direct contact and involvement with those we support, an element of their role will be direct support provision.</p> <p>The will be responsible for preparing and maintaining up to date support plans and co-ordinating the provision of high quality, individualised, support by support staff.</p> <p>They will ensure good joint working practices are established and maintained with relevant parties. Key to the job is adopting a proactive approach to achieving a positive, engaging, promotional and relationship building role with Local Authorities and all other stakeholders.</p> <p>The Senior Support Worker role may include but not be limited to:</p> <ul style="list-style-type: none">• Assisting individuals with personal care and hygiene• Household management tasks• Working with individuals who can display challenging behaviour• Working with individuals who may have been through the criminal justice system• Accompanying individuals who have religious beliefs that may differ from your own• Working with individuals who smoke; including indoors in a smoking environment• Lone working• Working various shift patterns including evenings, nights, weekends and public holidays (including Christmas and New Year).

Key Responsibilities:

Oversee the day to day running of designated services

- Ensure rotas are in place to meet contracted hours of provision and effectively support the individual
- Ensure records of support provision are accurately maintained
- Ensure weekly returns are completed and sent to the appropriate section
- Implement and monitor service systems according to policy and procedure
- Manage all finances relating to the service in accordance with financial policies and procedures

Support staff in the delivery of service

- Provide direct supervision to support staff
- Provide on-site coaching and mentoring to staff
- Lead staff in writing, implementing and reviewing support plans which reflect the interests and wishes of the individual
- Identify staff training needs and plan to meet these in conjunction with the Team Manager

Contribute to the service provision and development

- To work on shift as agreed per service, providing direct support to the individual
- Promote and support inclusion throughout the service, identifying and discussing employment and leisure opportunities in the community
- Facilitate Person Centred Planning as required

Learning & Development

- Effectively identify and contribute to learning and development activities including meeting organisational targets for SVQ achievement. This may include SVQ assessment or other forms of support.

Maintain Effective Communication

- Develop and maintain effective communication systems within the service
- Hold regular team meetings
- Ensure relevant parties involved in planning an review of support are regularly updated on changes and progress through regular, planned reviews and reports
- Establish and maintain effective communication with families and relevant others

Protection of Vulnerable Groups

- Senior Support Workers, in common with all TRFS staff, have a duty to protect supported individuals from abuse and to report any concerns immediately to their supervisor or other management. All staff have a duty

to ensure they comply with requirements under the Protection of Vulnerable Groups (Scotland) Act 2007.

Compliance with TRFS Policies and Procedures

- Staff should familiarise themselves with the organisations policies and procedures and work within the TRFS policy framework, including Health and Safety, Equal Opportunities, Discipline and Confidentiality

Additional Duties

- Senior Support Workers will be required to participate in local on-call and sleepover arrangements where service needs dictate
- Undertake other duties as required
- Promote the organisation in a positive manner

Scottish Social Services Council (SSSC)

All employees will be expected to comply with the SSSC Code of Conduct and ensure they apply for and maintain their registration with the SSSC at the appropriate time, as specified by the SSSC

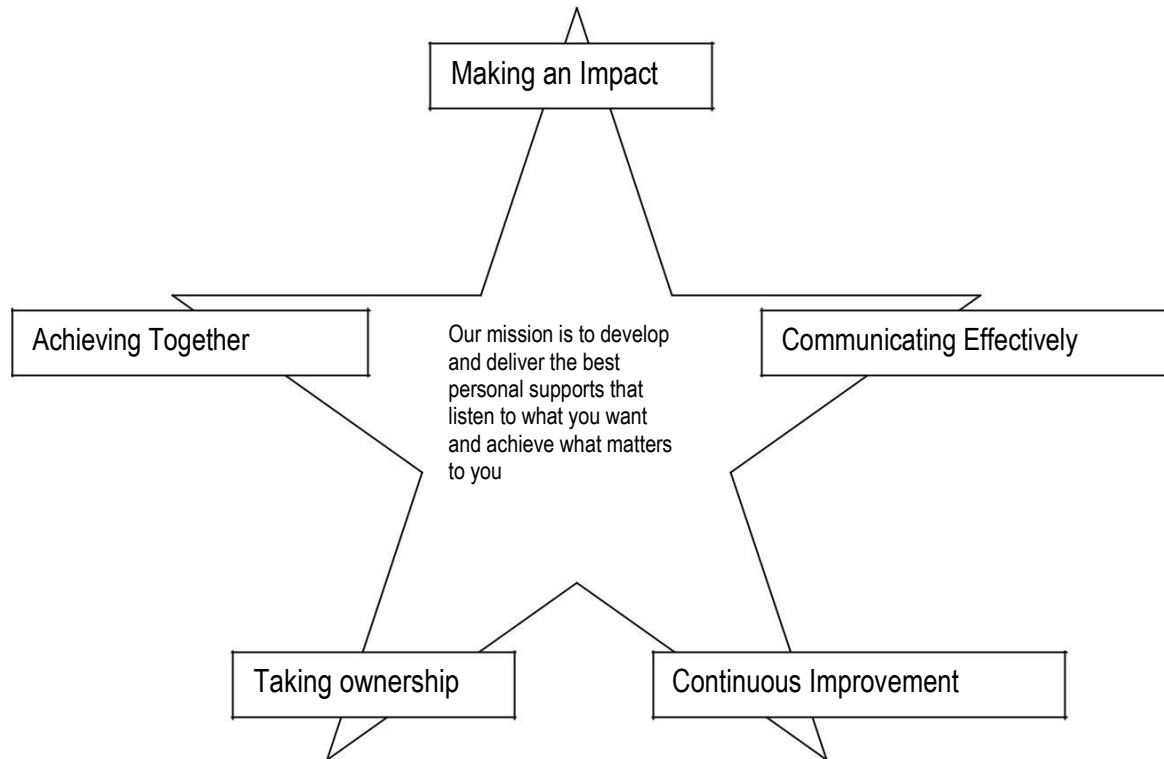
Competency Framework - Level 2

Competence in a broad range of varied work activities performed in a wide variety of contexts, and some of which are complex and non-routine or may be specialist in nature. There is some responsibility and autonomy, and control or guidance of others is often required. This level includes many supervisory functions.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Two years previous experience in a human services setting 	<ul style="list-style-type: none"> • Working with people who challenge • Experience of supervising staff and co-ordinating support provision • Experience of working with other agency's staff
Education, Qualifications and Training	<ul style="list-style-type: none"> • SVQ 3 in Care, or completion within a specified period of time 	<ul style="list-style-type: none"> • Recognised qualification e.g. RMH/RNMH, DipSW, CSS
Value Base	<ul style="list-style-type: none"> • A belief in inclusion, evidenced through work practice or personal experience • A desire to ensure people supported are at the heart of decision making • Commitment to the principles and practices of continuous improvement 	
Skills, abilities and knowledge	<ul style="list-style-type: none"> • Ability to plan and prioritise workload • Ability to motivate staff • Ability to write support plans • Ability to draw up and adjust rotas as required • Report writing • Understanding of budget management systems 	
Interpersonal and Social Skills	<ul style="list-style-type: none"> • Good communication skills • Ability to liaise effectively with a range of stakeholders • Promote the organisation positively 	<ul style="list-style-type: none"> • Knowledge of Augmentative Communication Methods

TRFS COMPETENCY FRAMEWORK



Communicating Effectively

Communicates using appropriate methods to a range of audiences, internally and externally, in different situations with different levels of knowledge and expertise

Making an Impact

Makes a positive impression, has presence, with the ability to engage and interact with others

Achieving Together

Enables and works effectively with individuals and teams to achieve planned outcomes, demonstrating high levels of trust and openness

Taking Ownership

Assumes personal responsibility for the areas of work they are involved in.

Continuous Improvement

Proactively seeks and implements opportunities for improvement which add value.

**I understand and agree to work to the terms as indicated on this
job description**

Name (Print)..... Dated

Signature

Please return a copy of your signed job description for your personnel file