**JOB DESCRIPTION**

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| --- | --- |
| **Job Title:**  **Directorate & Section/Unit:**  **Reporting to:**  **Responsible for:** | Senior Support Worker  Adult Services and Health  Team Leader/Manager of the Service or the on Call Duty Manager  Support Workers (including Night Support Workers in Residential Services) |
| **Salary Grade:**  **WCC Management Level: \***  **Number of Direct Reports: \*** | Scale 5 SCP's 22-25  Frontline |

**Our People Values:**

To uphold and act in accordance with Worcestershire County Council's values;

* ***Customer Focus –*** Ensure delivery of a high quality service which meet the needs of customers.
* ***Can Do Culture –*** Be proactive to achieve excellence, finding solutions and creative ways of working.
* ***Freedom within Boundaries -*** Make constructive change through cohesive decision making, ensuring services are responsive.

**Purpose of job:**

* Support of people using a service for people with a disability.

**Main Activities & Responsibilities:**

1. May be required to accept responsibility for the service in the absence of any other senior officer, and comply with the business continuity plan if an incident occurs
2. To respond and make decisions as the first aider on duty for emergency situations
3. The post holder will be considered to be a member of the senior management group of the service.
4. To act in a supervisory and supportive capacity to junior staff.
5. To supervise a group of staff and oversee their development
6. To assist and support the manager with staff related issues e.g. performance and sickness management
7. On occasions to accept on behalf of the Manager or Team Leader, responsibility for certain aspects of the life of the service.
8. To participate in the quality assurance system of the service
9. To update and regularly review care plans and related documents with care staff
10. To attend and participate in staff meetings and supervision.
11. To co-operate with:

i. Relatives and other significant people in the lives of the people using the service.

ii. Colleagues within the department

iii. Staff from other departments and agencies

iv. Members of other professions

who share the responsibility for the well-being of the people using the service.

1. To participate in the review system in accordance with departmental policy and practice as set out in the Departmental Manual of Procedures.
2. To be aware of the changing and developing role of residential care within the total range of social service provision.
3. In accordance with departmental policy to attend relevant training courses and staff development programmes when these are made available and recommended by senior staff/Training Officer(s).
4. When appropriately qualified to be involved in study supervision including staff attending In-Service courses of training.
5. To assist the Manager/Team Leader as required in the provision of an adequate level of health care and in the administration and safe keeping of drugs and medicine.
6. To participate in the normal domestic tasks connected with the daily routine of the service and the personal needs of the people who use it.
7. To familiarise him/herself with all the administrative and management aspects of the establishment as set out in the Department Manual of Procedures as directed by the Manager/Team Leader
8. To assist the Manager/Team Leader as required, in the carrying out of delegated responsibilities under the Health and Safety at Work Act, including the administration of fire regulations and procedures.

**Generic Accountabilities:**

1. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
2. To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job

* To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate’s Health and Safety Policy
* The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and people using the service and is consistent with the Council’s Equality and Diversity Policy
* The nature of the work requires duties to be undertaken which will involve lifting carrying and moving for which appropriate training will be provided. The post holder must be able to physically deliver these
* Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.

1. This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) (as defined by the Police Act).
2. This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and adults barred list(s) checks.

**Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers &

Staff across all directorates, Project Staff

External: Healthcare Professionals, PCT,

Police, Fire, Suppliers, Contractors, Service providers,

Statutory and Voluntary Organisations, people using the service, clients, carers, customers, members of the public, volunteers

**Additional Information:**

* The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
* Reasonable adjustments will be considered as required by the Equality Act.

Author: Morgan Price Date: 09.02.2017

Date of grading confirmation:

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:**  **Directorate & Section/Unit:**  **Reporting to:**  **Responsible for:** | Senior Night Support Worker  Adult Services and Health  Team Leader/Manager of the Service or the on Call Duty Manager  Support Workers (including Night Support Workers in Residential Services) |
| **Salary Grade:**  **WCC Management Level: \***  **Number of Direct Reports: \*** | Scale 5 SCP's 22-25  Frontline |

**Our People Values:**

To uphold and act in accordance with Worcestershire County Council's values;

* ***Customer Focus –*** Ensure delivery of a high quality service which meet the needs of customers.
* ***Can Do Culture –*** Be proactive to achieve excellence, finding solutions and creative ways of working.
* ***Freedom within Boundaries -*** Make constructive change through cohesive decision making, ensuring services are responsive.

**Purpose of job:**

* Support of people using a service for people with a disability.

**Main Activities & Responsibilities:**

1. May be required to accept responsibility for the service in the absence of any other senior officer, and comply with the business continuity plan if an incident occurs
2. To respond and make decisions as the first aider on duty for emergency situations
3. The post holder will be considered to be a member of the senior management group of the service.
4. To act in a supervisory and supportive capacity to junior staff.
5. To supervise a group of staff and oversee their development
6. To assist and support the manager with staff related issues e.g. performance and sickness management
7. On occasions to accept on behalf of the Manager or Team Leader, responsibility for certain aspects of the life of the service.
8. To participate in the quality assurance system of the service
9. To update and regularly review care plans and related documents with care staff
10. To attend and participate in staff meetings and supervision.
11. To co-operate with:

i. Relatives and other significant people in the lives of the people using the service.

ii. Colleagues within the department

iii. Staff from other departments and agencies

iv. Members of other professions

who share the responsibility for the well-being of the people using the service.

1. To participate in the review system in accordance with departmental policy and practice as set out in the Departmental Manual of Procedures.
2. To be aware of the changing and developing role of residential care within the total range of social service provision.
3. In accordance with departmental policy to attend relevant training courses and staff development programmes when these are made available and recommended by senior staff/Training Officer(s).
4. When appropriately qualified to be involved in study supervision including staff attending In-Service courses of training.
5. To assist the Manager/Team Leader as required in the provision of an adequate level of health care and in the administration and safe keeping of drugs and medicine.
6. To participate in the normal domestic tasks connected with the daily routine of the service and the personal needs of the people who use it.
7. To familiarise him/herself with all the administrative and management aspects of the establishment as set out in the Department Manual of Procedures as directed by the Manager/Team Leader
8. To assist the Manager/Team Leader as required, in the carrying out of delegated responsibilities under the Health and Safety at Work Act, including the administration of fire regulations and procedures.

**Generic Accountabilities:**

1. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
2. To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job

* To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate’s Health and Safety Policy
* The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and people using the service and is consistent with the Council’s Equality and Diversity Policy
* The nature of the work requires duties to be undertaken which will involve lifting carrying and moving for which appropriate training will be provided. The post holder must be able to physically deliver these
* Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.

1. This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) (as defined by the Police Act).
2. This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and adults barred list(s) checks.

**Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers &

Staff across all directorates, Project Staff

External: Healthcare Professionals, PCT,

Police, Fire, Suppliers, Contractors, Service providers,

Statutory and Voluntary Organisations, people using the service, clients, carers, customers, members of the public, volunteers

**Additional Information:**

* The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
* Reasonable adjustments will be considered as required by the Equality Act.

Author: Morgan Price Date: 09.02.2017

Date of grading confirmation:

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:**  **Directorate & Section/Unit:**  **Reporting to:**  **Responsible for:** | Support Worker  Adult Services & Health  Team Leader/Manager of the service or the on Call Duty Manager, Senior Support Worker on duty (including Senior Night Support Worker in Residential Services)  NA |
| **Salary Grade:**  **WCC Management Level: \***  **Number of Direct Reports: \*** | Scale 2 SCP 10-13  Frontline  NA |

**Our People Values:**

To uphold and act in accordance with Worcestershire County Council's values;

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* ***Can Do Culture –*** Be proactive to achieve excellence, finding solutions and creative ways of working.
* ***Freedom within Boundaries -*** Make constructive change through cohesive decision making, ensuring services are responsive.

**Purpose of job:**

* Support of people using a service for people with a disability

**Main Activities & Responsibilities:**

* To assist and support people using the service with personal care and physical tasks e.g. assistance with dressing, washing, bathing and with meals
* Social duties (e.g. talking and helping people using the service to maintain contact with family, friends and community, and recreation) aimed at creating a supporting atmosphere where people using the service can achieve maximum independence. Encourage and assist people using the service with individual and group social and therapeutic activities of the service.
* To participate in the normal domestic tasks connected with the daily routine of the service and the personal needs of the people using the service.
* To enter details of incidents and events occurring during a period of duty in the appropriate records, and to report verbally to the senior member of staff on duty before leaving the premises.
* To report and record significant matters in the lives of people using the service in accordance with the department’s policy to Access to Records.
* To maintain and update care plans and risk assessments with people using the service and senior staff on duty
* To distribute medication as instructed.
* To attend and participate in staff meetings and supervisions.
* To undertake other such duties related to the work of the Council as may be assigned which are consistent with the nature of the job and its level of responsibility.
* Regular surveillance and observations of people using the service and the building throughout the period of the shift.

**Generic Accountabilities:**

1. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
2. To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job

* To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate’s Health and Safety Policy
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Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers &

Staff across all directorates, Project Staff, Governors, Head Teachers, Teachers, Support and other school based staff

External: District & County Councils, Government Agencies & Departments, Healthcare Professionals, PCT,

Police, Fire, Probation Service, Educational Settings, Suppliers, Contractors, Service providers,

Statutory and Voluntary Organisations, people using the service, carers, clients, customers, parents & pupils, members of the public, volunteers

**Additional Information:**

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Author: Morgan Price Date: 09.02.2017

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