

Job Title:	Lead Support Worker
Salary Range:	£24,765.00 per annum
Responsible To:	Service Manager

1. Job Summary

The Lead Support Worker provides a person-centred service to all members, building relationships with them, their families and the local community.

The role is also responsible for supporting a team of support workers to enable our members to live as independently as possible.

2. Key Tasks

- Work with members and their families, supporting them in the decisions they make about how they live their lives and ensuring that personal needs are met.
- To work in collaboration with the Service Manager to ensure Support Plans and Risk assessments are relevant and up to date.
- To ensure that all members are aware of all social, recreational and community opportunities and events and facilitating any necessary access.
- Lead a team of support workers to promote and maintain a person-centred service provision.
- To promote and adhere to the workplace values.

3. Operational Tasks

- Monitor standards of care throughout the designated place of work and ensure standards are maintained throughout the staff team.
- Working with the Service Manager, carry out risk assessments and provide a safe environment which promotes dignity, privacy, independence and respect for our members.
- To ensure all incidents and safeguarding concerns are appropriately recorded and raised to senior management in a timely manner.
- To work with residents who exhibit challenging behaviour, to work with the Service Manager to have Positive Behaviour plans in place where appropriate and ensure support works have a consistent approach.
- To participate in developing and facilitate the members in acquiring skills and knowledge through their individual daily schedule via a wide range of interests and stimulation.
- To be pro-active in supporting members in learning the tasks and responsibilities pertinent to their work programme and home life (for example purchasing food, cooking, cleaning, caring for their rooms and possessions, and necessary life skills).
- To show commitment to the mental and physical wellbeing of our members who use our services by helping them participate in daily activities of their choice.
- To assist members where necessary in their personal care and to encourage them to develop self-care skills and an awareness of their personal hygiene and appearance, whilst always ensuring dignity and respect are maintained at all times for the people we support.
- To work in collaboration with the Service Manager to assess and record the individual needs and wishes of the members and to work with staff across the organisation and external agencies in devising and implementing plans to meet those needs and wishes.
- To ensure the appropriate records, monitoring and keeping of individual records are up-to-date and highlight any gaps to the Service Manager
- To administer medication as required and in accordance with the doctor's instructions, and that procedures laid down are strictly adhered to following appropriate training.
- To undertake any other duties as may be reasonably requested.
- To support individuals in the Jewish way of life and ensure support workers have an awareness and are observant within the service they work.

- To monitor standards within the service, including the safe administration of medication and systems.

4. Communications

- To communicate effectively with Parents, Members, Colleagues, Staff and external Stakeholders to ensure appropriate lines of communication are maintained.
- Ensure working relationships are established and maintained.
- To build and maintain positive relationships with parents of Kisharon Langdon members.
- To ensure effective communication is maintained with all internal and external stakeholders.

5. People Management

- To have daily oversight of the Support Worker team offering advice, guidance and support to enable each worker to fulfil their role.
- To work in collaboration with the Service Manager to address any issues relating to staffing, training needs, potential HR issues.
- To coach and mentor support workers to promote and maintain best practice.

6. Financial Management

- To ensure the financial probity of the member's monies and ensure the organisation's policies and procedures regarding finances are rigorously followed.

7. Key Values

In addition to undertaking the duties as outlined above, the post holder will be expected to adhere to the following:

- **Equality & Diversity**
To act in accordance with the Organisations Equality & Diversity Policy, which is designed to prevent discrimination of any kind.
- **Health & Safety**
Ensure that all duties are carried out in line with the Organisation's Health & Safety Policy.
- **Risk Management**
Responsible for reporting complaints, incidents and near misses through the appropriate reporting procedures.
Responsibility for attending health & safety training as required.
Responsibility for assisting with risk assessments.

8. Note

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks. Kisharon Langdon reserves the right to alter the content of this job description to reflect the changing needs of the organisation, but is a correct reflection of the duties of the post at the time of writing.

9. Acceptance

I agree to undertake the duties of the job in accordance with the above.

Signed: **(Post Holder)**

Name: **(Print)**

Date:

Signed: (Line Manager)

Name: (Print)

Date:

This document is to be signed and returned to the HR Department on your appointment and/or at the annual review point for Kisharon Langdon Job Descriptions. The signed copy will be retained on your Personnel File.

PERSON SPECIFICATION

Lead Support Worker

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level with grade A-C / 4-7 in Maths & English. • Level 2 Diploma in Health & Social Care. 	<ul style="list-style-type: none"> • Level 3 Diploma in Health & Social Care or committed to working towards.
Knowledge & Experience:	<ul style="list-style-type: none"> • Good in the use of Microsoft Office in particular Outlook & Word • Previous experience of working with adults with learning disabilities within a residential/supported living environment. • A caring individual who is compassionate about providing care and support to vulnerable people. • An understanding that everyone is different and making sure members have a choice in their care. • A commitment to providing a high standard of care. 	<ul style="list-style-type: none"> • Previous experience of leading a team.
Communication & People Skills:	<ul style="list-style-type: none"> • Good written and oral communication skills. • Ability to demonstrate professional attitude with excellent influencing and negotiating skills. 	
Organisational Skills:	<ul style="list-style-type: none"> • Ability to manage time and workload effectively without direct supervision. • Ability to prioritise workload to meet changing deadlines. 	
Specialist Knowledge & Skills:	<ul style="list-style-type: none"> • Knowledge of CQC regulation and standards • Knowledge of Safeguarding procedures and processes. • Demonstrable experience of working with a person centred approach with clear outcomes. • Previous experience of administering medication. • Ability to identify risk and implement action plans. • Previous experience of maintaining accurate records 	

Other	<ul style="list-style-type: none">• Ability to work flexibly on a rota basis including evenings, nights and weekends.• Ability to undertake sleep-in duties as required.• Candidates should indicate an acceptance of and commitment to the principles underlying Kisharon Langdon's Equality & Diversity and Health & Safety Policies, and show a commitment to our work place values.	<ul style="list-style-type: none">• Car driver
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