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**Senior Support Worker (part Time 22.5 hrs) Role**

**Job Description –**

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| **Post:** | Senior Support Worker (Floating Support) - Adults |
| **Salary:** | £14,403 per annum pro-rata (£12.31 p/h) plus on call payments (£20 per night) |
| **Hours:** | 22.5 hours pw, incl. some evening, weekends, bank holidays,  and on call. (3 weeks 3 weekdays, 1 week Sat/Sun plus 1 weekday)  5 weeks holiday per year rising by 1 day per each completed year of service to a maximum of 30 + public holidays |
| **Accountable to:** | Floating Support Manager |

**Main responsibilities:**

At the direction of the Floating Support Manager, alongside the other SSWs to provide effective support to floating support staff ensuring individual person-centred support is planned, actioned monitored and reviewed.

To provide direct rota’d support to service users, liaising with families, advocates and health and social care professionals to enable person-centred support and plans to be actioned.

To take a lead with monitoring, reviewing and developing Equal People mencap’s support services to adults.

To facilitate and enable a network of community support approach, engaging professionals, volunteers, carers, advocates and families in providing a variety of choices, opportunities, experiences and learning to each individual.

* To ensure support provided is person-centred, individuals are treated with dignity and respect and support plans are developed with each individual, supporting them to move towards their chosen aims and dreams.
* To enable each individual to access their community, build friendships and relationships and participate in and learn about healthy living and sports activities.

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|  | To promote a person-centred approach that focuses on supporting each adult to achieve their chosen outcomes. To work both directly with individuals and through staff to assist and enable each person to articulate and action his or her wishes and to identify support needs and ensure these are met.  Directly and through staff/volunteers to help each individual maintain and develop life skills.  To ensure risk assessments are regularly reviewed and updated, shared, agreed and signed by all staff and are in place to enable and not limit activities. |

**Specific responsibilities:**

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|  | In partnership with the Floating Support Manager to provide effective day to day management to a designated staff team. To provide support and **supervision to staff** ensuring ever-improving practice and standards of work.  **To devise staff rotas and timetables in line with service user wishes, EPm policies & procedures and budgetary restraints and set timescales.**  To take a positive approach to risk-taking and enabling choice |
| * To devise staff | To offer direct support to clients and ensure the team provides or links to appropriate support for service users in line with their wishes and agreed support risk assessments.   * **To ensure all person-centred plans and risk assessments and records are kept up to date and are appropriate, meaningful and involve the individual as fully as possible**.   At the direction of the Floating Support Manager to publicise the service, ensuring vacancies are promptly addressed: assessing new referrals and supporting new tenants to plan and move into their accommodation.  To promote and develop support through Self-Directed, Personal Budget and Individual Service Fund Support Packages in addition to any other Social Care Contracts.  To be aware of, follow and promote Care Quality Commission, Care Act and National mencap standards; Equal People mencap policies and procedures and all relevant legislation. To ensure recording, monitoring and reporting is completed in a timely fashion. |
| * 3. | To participate in the recruitment of new support staff and ensure service users are to be fully involved in this. |
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| * 5. | To ensure money is appropriately spent and accurate and up to date records are kept.  To Co-ordinate benefit claims and check individuals receive benefits to which they are entitled.  To liaise with the Finance Assistant over rents and arrears. |
| * 6. | To take a turn leading regular team meetings promoting individual initiative within organisational guidelines and a teamwork approach. |
| * 9. | Liaise with other agencies on behalf of service users and the organisation, positively advocating for our service users and promoting the values and ethos of Equal People mencap.  To ensure the service users have the support they wish in meetings and the support to prepare beforehand. To ensure the individual is in control of the decision making about their life and their support. |
| * 10. | To monitor and maintain the physical standards of the accommodation we manage.  Receive reports of repairs from tenants and co-ordinate the maintenance on behalf of tenants within the agreed timescales. |
| * 11. | Co-ordinate, chair and attend meetings as appropriate e.g. staff meetings, Supervision, Appraisals |
| * 12. | Use initiative and judgement to prioritise and organise own workload within agreed objectives. Through supervision and appraisal meetings identify own training needs and attend appropriate training courses |
| * 13. | Keep full records of work and write reports to a standard set by the organization. |
| * 14. | Undertake shared responsibilities for the out of hour’s rota (On-Call) across the Floating Support service. To record, report and act on any issues that arise.   * To work contracted hours within the hours required by the service. Hours are flexible to be able to meet the needs of service users. Sleep ins, evenings and weekends are required. |
| * 15. | * To read, understand and follow procedures, guidance and policies of the organisation. To be involved in the review of these. |
| * 16. | * To take on any further responsibilities within the Floating Support team as necessary.   February 2022 |