# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Senior Support Worker Learning Disability Services

# Department: Adult Social Care and Health

# Grade: [Single Status 7](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Team Leader or Service Manager Learning Disability Services

# Responsible for: Support Workers

# Purpose of the Role:

To provide personalised support to people with a learning disability in accordance with their individual support plan. To identify and review the needs of individuals, making sure that effective support is provided. To supervise support staff within a designated team and ensure the smooth and efficient running of the service.

# Key tasks:

1. Lead on support planning by ensuring that staff follow support plans for each person using the service and offer safe and caring support.
2. Offer, and ensure that staff provide, personal and emotional support to promote clients’ health and well-being, keeping people safe from harm and protecting their possessions as appropriate.
3. Assist staff to support people with complex needs, or particular vulnerabilities.
4. Ensure that staff positively support people who have unpredictable behaviour that may be challenging to the service and other clients.
5. Demonstrate and model good practice, working alongside and monitoring the practice standards of support staff through practice observations.
6. Maintain day to day safe working practices by ensuring that effective risk assessment and risk management processes are followed.
7. Ensure that key information is clearly communicated, recorded and monitored, supporting staff with these tasks as required.
8. Oversee the day to day administration of medication in keeping with the service’s requirements.
9. Deal appropriately with any emergencies that may arise, including adherence to the Sussex Safeguarding Adults Policy and Procedures.
10. Liaise effectively and appropriately with families, carers and friends who may feature in a client’s life.
11. Support clients to maintain good relations with neighbours and the general public to promote a better understanding of the needs of people who may be vulnerable or may have specific needs.
12. Contribute to development of the service, offering ideas and keeping up to date with best practice.
13. Encourage people to give feedback about the support they receive to help services to improve.
14. Work in conjunction with health care professionals to enable clients to maintain good health.
15. Work a shift pattern according to the needs of the service. This may involve working weekends and evenings and work as part of a team, providing senior cover on a rota basis where necessary.
16. Work flexibly across Learning Disability services; this may involve covering duties in other locations as required by your manager.

# PERSON SPECIFICATION

# Essential education and qualifications

* QCF level 3 in care or other similar relevant qualification or willingness to undertake a vocational qualification relevant to the role which will be funded by the Council.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to effectively organise own workload using time management skills.
* Ability to identify client needs and the optimum level of support each person requires.
* Communication skills with the ability to produce written reports.
* Ability to converse at ease with customer and provide advice in accurate spoken English
* Ability to promote and monitor good practice.
* Skills in providing personal care and support respectfully and sensitively.
* Ability to develop appropriate and co-operative working relationships with clients, colleagues, carers, and other professionals.
* Ability to plan, review and develop packages of support.
* Ability to move and handle people safely following training.
* Ability to model good practice and coach staff as appropriate.
* Knowledge of Support Planning principles and person centred planning.
* Health and Safety awareness
* Knowledge of the issues related to Safeguarding Adults.
* A clear understanding of the role and function of social care support staff.
* Knowledge of current practice relevant to the post.
* Experience of working with people who have a learning disability.
* A positive attitude towards the rights of people with care and support needs.
* Able to judge when to use and act on own initiative.
* A flexible approach to work.
* Able to reflect on and critically evaluate own performance and learn from experience.
* Adaptable to change.
* Commitment to providing excellent services that are continuously improving.
* Possession of a full driving licence or able to demonstrate how the travel requirements of the post will be fulfilled. This may include working in services across the County.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Care Certificate
* Basic Food Hygiene Certificate.
* First Aid Certificate.
* LDQ or LDAF qualification
* Knowledge of local facilities, opportunities, services and resources.
* An understanding of issues relating to moving and handling
* Knowledge of the safe administration of medication.
* Experience of working in a social care environment.
* Willingness to undertake tuition and a driving assessment for D1 category of driver’s licence if necessary

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | Yes |
| Using power tools | No |
| Exposure to noise and /or vibration | Yes |
| Food handling | Yes |
| Exposure to blood /body fluids | Yes |