



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

JOB TITLE: Senior Rehabilitation Support Worker

DEPARTMENT: Adult Social Care and Health

LOCATION: Eastbourne

GRADE: [East Sussex Single Status Grade 8](#)

RESPONSIBLE TO: DPS Manager (Resource Officer)

Purpose of the Role:

To work as part of a team to provide a flexible range of personalised individual support to people using the service. To identify and review individual needs ensuring effective and appropriate outcomes from the support provided. To support day care and bed services in a way which promotes inclusion and independence.

Key tasks:

1. To assist in the promotion of high standards of support to meet individual needs and outcomes in the following ways:
 - a) preparing, implementing and reviewing support plans with individuals using person centred approaches. Co-ordinating person-centred reviews where appropriate;
 - b) assisting staff to support people with behavioural difficulties or particular vulnerabilities;
 - c) demonstrating and modelling good practice and monitoring the practice standards of support staff.
2. To provide senior cover on a rota basis, including evenings and weekends.
3. To line manage care staff and ensure training and development needs are identified and supported through supervision and appraisal processes.
4. To liaise with other professionals and attend multi-disciplinary reviews and prepare reports on individuals for the purpose of regularly reviewing their support needs with senior staff, family and other professionals.
5. To help people with personal care support needs.
6. To help formulate as well as carry out the objectives of the service to support the desired outcomes of the individual.

7. To promote and support service user involvement to improve and inform service development
8. To advocate for and support individuals to make informed choices about their support
9. To attend and participate in staff meetings, training and staff development programmes and encourage and participate in service users' meetings.
10. To be responsible for induction of new staff.
11. To be responsible for managing work rotas and allocating work.
12. To undertake any other such duties as may reasonably fall within the purview of the post in order to provide maximum flexibility in meeting users' needs.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Good organisational skills including time management of self and others.
- Ability to identify needs and level of support required.
- Good interpersonal and communication skills including the ability to produce clear concise documents, i.e. reports, support plans, letters etc.
- Ability to promote and monitor good practice.
- Skills in providing support respectfully and sensitively.
- Ability to deputise for other staff and make decisions as appropriate.
- Ability to develop appropriate and co-operative working relationships with colleagues, carers, service users and other professionals.
- Ability to manage staff resources.
- Ability to plan, review and develop packages of support.
- Ability to move and handle people safely following training.
- Ability to model good practice standards, and coach staff as appropriate.
- Ability to converse at ease with customer and provide advice in accurate spoken English

Desirable key skills and abilities.

These criteria will be assessed at the application and interview stage

- Ability to develop links/access to a wide range of information and resources that could present new opportunities.

Essential education and qualifications.

These criteria will be evidenced via certificates, or at interview

- Level 3 Adult Care qualification or willingness to complete Lead Adult Care Worker (Level 3) apprenticeship which will be funded by the Council

For more information on apprenticeships and the training available for this position please visit our [apprenticeship page](#) on our website

Desirable education and qualifications.

These criteria will be evidenced via certificates, or at interview

- Basic Food Hygiene Certificate.
- First Aid Certificate.
- Moving & Handling.
- Safeguarding Vulnerable Adults.
- Infection Control.

Essential knowledge

These criteria will be assessed at the application and interview stage

- Knowledge of Putting People First and “Valuing People Now.”
- Knowledge of Support Planning.
- Principles of Person-Centred Planning.
- Knowledge of Health and Safety requirements.
- Knowledge of the issues related to Safeguarding Adults at Risk.
- Knowledge of the safe administration of medication.
- A clear understanding of the role and function of support staff.
- Knowledge of the needs of people with a dementia-type illness.
- Knowledge of current practice and research that may be relevant to the post.
- Knowledge of National Care Standards, regulations and their implementation.

Desirable knowledge

These criteria will be assessed at the application and interview stage

- Knowledge of unit admission criteria and information required.
- Knowledge of Adult Social Care policy and procedures.
- Knowledge of local facilities, opportunities, services and resources.

Essential experience

These criteria will be assessed at the application and interview stage

- Experience of working with people that have a range of needs including challenging behaviour.

Desirable experience

These criteria will be assessed at the application and interview stage

- Experience of team management and supervision of staff.

Other essential criteria

These criteria will be assessed at the application and interview stage

- Ability to use and act on own initiative.
- Ability to work as part of a team.
- A flexible approach to work.
- Able to reflect on and critically evaluate own performance and learn from experiences.
- Commitment to improving services.
- Full driving licence, or able to demonstrate how travel requirements will be fulfilled

Date (drawn up): October 2009

Name of Officer(s) drawing up person specifications: ASC Workforce Management Group

Job Evaluation Reference:

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	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	Yes
Exposure to blood /body fluids	Yes