

Job Title: Senior Support Worker – Supported Living
Service: Independent Living and Specialist Services
Salary: £25, 671.88 per annum
Hours: Full time 37 hours made up of: 14 hours per week SSW rate and 23 hours worked as Support Worker rate *(including days, evenings, occasional waking nights and some weekends)*
Reporting into: Project Manager
Direct reports: Support Workers

Role Responsibilities

Delivery of quality services to people with learning disabilities and/or Autism	In collaboration with service users, develop and implement working practices which ensure that they have the opportunity to maximise: <ul style="list-style-type: none"> ○ integration and participation in their local community ○ development of a range of friendships and relationships ○ informed personal choice ○ their range of skills and competencies ○ confidence and self-esteem
	Offer person centred support to service users in line with their individual and cultural preferences, day to day and long-term needs; including but not limited to social and leisure activities, health needs and appointments, personal care and domestic duties.
	Ensure that service users are involved in day-to-day and long-term decision making – ‘no decision about me, without me’
	Work collaboratively with fellow staff, family carers and relevant external agencies, including other professionals involved in supporting service users.
	Participate in the implementation of agreed individual plans for service users, which may include structured teaching of skills.
	Adhere to safeguarding procedures and remain vigilant for signs of abuse, taking immediate action and reporting all issues of concern with the line manager.
	To support the tenants with any aspect of physical support or personal care, in line with their guidelines and in a respectful way that maintains their dignity.
	Act as a keyworker to individual service users.
	Support service users in the organisation of their regular Person-Centred Planning meetings.
	To seek and assess referrals when vacancies arise. To support tenants during the moving in process
Supporting Management	To act as a point of contact in the Project Manager’s absence.
	To liaise and work with the Housing Association who own the property regarding any maintenance or other issues
	Assist management with a range of tasks, including but not limited to: <ul style="list-style-type: none"> ○ rota planning ○ payroll ○ petty cash ○ inspections by any relevant authorities ○ Service users’ finance reports
	Provide line management and support to the staff team, ensuring they are equipped to deliver quality services.
	Keep accurate and up to date records and reports in relation to service users, in line with the systems and procedures in place at the project.
	Be actively involved in shortlisting and staff selection panels.
	Ensure that Health & Safety and any other relevant standards are adhered to.
	Participate and where applicable, lead on regular staff and service user meetings.

	To liaise with Care Managers, families/carers, advocates, DWP and other professionals and outside bodies where appropriate
	Support Project Manager in preparing for, participating in and responding appropriately to inspections by relevant authorities (LBI contract monitoring; CQC)
	Take responsibility for shift leading as and when needed.

Person Specification

(E) Essential criteria (D) Desirable criteria

Physical requirements	Willing and able to offer physical support to service users, including moving and handling safely	E
	Flexible and able to carry out a variety of shifts throughout the week, including evenings, weekends and bank holidays	E
Knowledge & Understanding	Understanding of health and safety issues as they affect service users	E
	Understanding of person-centred values and self-directed support	E
	Awareness of issues affecting people with learning disabilities and/or Autism	E
	Understanding of and sensitivity to the discrimination experienced by members of vulnerable and/or minority groups	E
	Knowledge and awareness of relevant legislation, current and forthcoming issues relating to services for people with learning disabilities and/or Autism	D
Experience	Experience of working with people with learning disabilities and/or Autism, or with another vulnerable client group	E
	Experience of key working adults with high and complex health needs	E
	Experience of supporting people with End of Life Planning and Care	E
	Experience of working in a supervisory role involving staff management	D
	Experience of working with people from varied social and cultural backgrounds	D
Skills & Values	Strong interpersonal skills, able to communicate and collaborate effectively with a range of people	E
	IT proficient, with the ability to confidently use a range of computer software (i.e. Office and others), or willing to develop IT skills for the purposes of the role	E
	Ability to organise own and others' workloads effectively	E
	Able to work on own initiative, proactively resolving issues	E
	Strong self-reflective skills, able to take learning from situations	E
	Sufficient numeracy skills to confidently manage a budget	D
	Able to maintain professional boundaries and handle confidential information appropriately	E
	Committed to concepts of equal opportunity, diversity and inclusion	E
	Committed to enabling choice, independence and wellbeing of people with learning disabilities and/or Autism	E

Centre 404 is committed to safeguarding and promoting the welfare of vulnerable individuals, and we are looking to recruit people who share these values.

Mission, Beliefs and Values

Centre 404 is working towards a world where people with learning disabilities and their families have the support they need to flourish and enjoy the same rights, freedom, responsibilities, choices and quality of life as people within the wider community.



Centre 404's **Beliefs** and **Values** are deeply rooted in the way that we work and will continue to underpin the future direction of the charity.