

<b>Job Title:</b>	Part-time Senior Support Worker – Supported Living
<b>Service:</b>	Independent Living and Specialist Support Services
<b>Salary:</b>	£25,976.86 per annum
<b>Hours:</b>	<b>37 hours per week</b> based on <b>25.5 hours per week as SSW and 11.5 hours as a support worker</b> (including days, evenings and some weekends)
<b>Reporting into:</b>	Teams Manager
<b>Direct reports:</b>	Support Workers

### Role Responsibilities

<b>Delivery of quality services to people with learning disabilities and/or Autism</b>	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"> <li>○ integration and participation in their local community</li> <li>○ development of a range of friendships and relationships</li> <li>○ informed personal choice</li> <li>○ their range of skills and competencies</li> <li>○ confidence and self-esteem</li> </ul>
	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.
	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 and support with needs assessments.
<b>Supporting Management</b>	To act as a point of contact in the service.
	Assist management with a range of tasks, including but not limited to: <ul style="list-style-type: none"> <li>○ rota planning</li> <li>○ payroll</li> <li>○ petty cash</li> <li>○ project budgeting</li> <li>○ inspections by any relevant authorities</li> <li>○ quality assurance</li> </ul>
	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 in regular staff and service user meetings.
	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 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.