

## Camphill Devon Community

### Job Description

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| <b>Position Title:</b>  | Senior Support Worker  |
| <b>Location:</b>        | Hapstead Village, BUCKFASTLEIGH, TQ11 0JN                        |
| <b>Responsible for:</b> | People we Support in identified houses and at Hapstead generally |
| <b>Responsible to:</b>  | Residential Service Manager (RSM)                                |

### Our Culture

*“An inclusive, supportive and rural environment where people have real freedom, are enabled to perform to the best of their strengths, and have the opportunities to learn and grow.”*

### Our Values

- *To promote a community ethos where everyone has a part to play, and has opportunities to make choices and take responsibility*
- *To involve people is at the heart of everything we do*
- *To understand, value and meet people’s needs*
- *To treat people with kindness, compassion and dignity*
- *To promote, respect and celebrate people’s diversity and individuality*
- *To learn from people to help us all adapt and continually improve and grow*

### Principal objectives:

- To support adults with learning disabilities in their home life and involvement in the activities they want to do
- To support and actively work within our values in all aspects of your role
- To oversee and structure daily activities and provide support and guidance to the team
- To provide support with all aspects of daily living, social and household activities

### Main tasks and responsibilities:

#### ***Provide personal, practical and emotional support to the individuals we support***

1. Support people to meet their personal care needs sensitively and appropriately to a high standard, including personal hygiene, assistance with laundry, and preparing meals and drinks
2. Support people with the administration of any prescribed medicine, complying with all medicine policies, including storage, administering and record keeping
3. Enable people to achieve independence as far as possible in all areas of their life by providing appropriate information, opportunity, training and support
4. Enable people to identify and influence their support needs and progress their chosen aims and goals
5. Assist people in devising, implementing and reviewing support plans

#### ***Provide a safe, comfortable and supportive home for the individuals we support***

1. Support people to contribute actively and influence the running of their own house
2. Participate in rotas, which may include day, evening, weekend and Bank Holiday working. Sleeping-in duties at night may also be required, for which payment would be made

3. Assist in health and safety assessments, follow procedures and participate in fire drills and audits
4. Adhere to all infection control processes e.g. wearing of PPE, safe disposal, etc.
5. Report any maintenance and repair tasks in the house to the RSM

***Take responsibility for structuring and organising day to day activities within the house.***

1. Take a lead role in shift planning to ensure delivery of effective support
2. Delegate duties to Support Workers and volunteers as appropriate
3. Conduct 'handover' meetings to ensure effective communication and allocation of responsibility as necessary
4. Supervise Support Workers (formally and informally) to support effective performance management
5. Monitor reporting and recording to ensure effective and evidential records are maintained
6. Deputise in the absence of the RSM to ensure the effective running of the service
7. Adopt responsibility for specific activities as allocated by the RSM

***Assist the individuals we support to engage with and become valued members of the local community***

1. Create opportunities for social and leisure activities
2. Introduce people to a range of facilities and amenities at Hapstead, in the local neighbourhood and wider community
3. Support individuals to plan and participate on holidays, accompanying them if required
4. Able to drive our (or own vehicle if appropriate) to support off-site trips

***Ensure that the rights of the people we support are always protected and respected***

1. Ensure that each individual is supported as far as possible to exercise their rights in the following areas: Privacy, choice, participation in decision making affecting their lives, expression of their own cultural identity, and entitlement to service provision. Support and welcome feedback on the service they receive and the right to complain, protection of their property, maintaining links with family and friends.

***Liaise with other professionals on behalf of the individuals we support.***

1. Maintain contact with a wide range of outside professionals, e.g. general practitioners, dentists, and therapists, etc.
2. Able to drive our (or own vehicle if appropriate) to attend/support off-site meetings, appointments, etc.
3. Liaise with Workshop Leaders and other providers at Hapstead and elsewhere

***Keep records and participate in administrative tasks.***

1. Assist in writing, receiving and updating of individual support plans and related documentation in conjunction with the RSM
2. Assist in the wide range of administrative tasks necessary for the smooth running of the house/service

***Participate in the opportunities provided for training and development.***

1. Participate in regular supervision to: receive support, increase knowledge, identify training needs, evaluate performance, aid and assess professional development
2. Participate in an annual appraisal co-ordinated by your line manager

3. Attend staff development programmes, training courses, seminars and workshops as required

***Work within, and promote, the policies and procedures of Camphill Devon***

1. Be aware of and follow Camphill Devon's policies and procedures
2. Maintain confidentiality about the people we support, staff and the Company as a whole and in line with Data Protection
3. Promote equality of opportunity and a respect for diversity

***Be an active member of the House team***

1. Help cover the work of the team, during absence, vacancies, or when a colleague requires support
2. Respond to instruction and delegation from RSM
3. Liaise and coordinate with other team members to provide a cohesive, high quality service
4. Lead and contribute to hand-overs, reviews and team meetings
5. Share with other team members previous experience, skills and knowledge, which may be relevant to the team in providing its service
6. Be supportive, respectful and empathic to the people we support, colleagues and visitors

***Any other duties***

Undertake any duties consistent with the overall purpose of the post as directed by the RSM or management team.