



Every Mind Care Ltd

Post:	Senior Support Worker
Responsible to:	Team Manager and Support Coordinator
Responsible For:	Supporting and assisting people who use the service of Every Mind Care Ltd

Purpose of position

To assist with day to day activities which ensure the client is able to live as independently as possible.

As a Senior Support worker we would expect you to be effective in the following:

Communication Skills:

You will need to communicate clearly, adapting what you say and how you say it, so the person you are communicating with can understand you. You will need to listen to the people we support, so that you can understand what they are communicating. This includes speech, writing, and any other way you may need to communicate. You should be able to share your experiential knowledge and have an understanding of the framework in which Every Mind Care Ltd operates in.

Values:

You shall demonstrate the ability to encompass the company's values in your work role, which are:

- Integrity
- Honesty
- Dignity & Respect
- Compassion
- Inclusive, Empowering & Enabling
- Mutual Trust
- Partnership

Team Work:

You will be able to work with your colleagues and support them in their work. You should behave respectfully towards your colleagues and build trust by being open with them. You will help build team spirit by being committed to team goals and celebrating team achievements.

Working in Partnership:



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You will be able to build good relationships with the people we support their relatives, friends, your colleagues and other professionals.

Planning and organising:

You will need to show you can plan and prioritise your work so that tasks and targets are achieved.

Principal responsibilities- Support worker

1. You should involve the people we help in the planning of their support. This includes developing their support plan and remembering the client remains at the centre of this process.
2. You will help people we support to shop for their provisions that will include clothes and food and to assist with preparation of their meals as required.
3. You will assist the people we support to do their housework, including cleaning and laundry.
4. You will support people to find opportunities in education, employment and leisure, and enable them to take part in these opportunities.
5. You will help people we support to manage correspondence and their own money where required.
6. You will support people with their day to day travel arrangements and holidays as required.
7. You will help in the promotion of mental and physical activities for the people you support, by means of encouragement and participation.

Also:

- You must hold a current full driving license and be a car owner/ or have access to a car and be prepared to insure your car appropriately.



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- You will be conscientious in regards home visits being for the time allowed, as scheduled by the manager.
- You must be prepared to work flexibly. This includes working weekends, bank holidays (including Christmas Day and New Year)
- You must adhere to Every Mind Care Ltd.'s policies, procedures and guidelines including Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England.(Skills for Care)
- You must keep information about the people we support, colleagues and the company confidential.
- You must keep and complete appropriate records as required. This includes support plans, contact sheets, financial records and health and safety records.
- You must undertake and complete all mandatory training.
- You are expected to develop professionally as a support worker. This means that you are expected to get involved in meetings, gain relevant qualification, attend training courses and be willing to learn new things and different ways of working.
- You must report any concerns to the duty person as soon as practical.

Senior Support Worker

- ❖ You should have confidence in your ability and experiential knowledge with in the field of social care. You will not only recognise your own strengths but also those of your colleagues. You will be a role model of good practice to



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support workers and be able to develop supervisory skills. You will be a pivotal and valued member of the team and as such will promote Every Mind Care in a positive way.

In addition to being competent in the responsibilities and duties defined above, as a senior support worker you may be called upon to conduct the following duties:

- To carry out and write up reviews for clients of Every Mind care Ltd as directed by the manager:
- To assist in the development of support workers by way of supervision, modelling good practice and have support workers shadow you.
- To carry out and update risk assessments when requested
- To liaise with management in supervising or assessing new members of staff during their initial induction and shadowing period.
- To deputise for the manager or coordinator in their absence from work.
- To communicate with other agencies in an appropriate and professional manner as and when required.

		Date
Staff signature		
Supervisor signature		