**Visualise Scotland - Job Description**

**Job title:** Senior Support Worker

**Salary**: £25,000 per annum

**Hours:** 37.5 hours per week

**Annual Leave:** 30 days (inclusive of public holidays)

**Accountable to:** Team Leader

**Responsible for:** Support Workers

**Purpose of Post:**

* To ensure that Visualise and Visualise staff provide high quality, person-centred assistance and care to people with intensive support needs so they are able to live safely and well and have fulfilling experiences at home and in the community and be as independent as possible.
* To make sure the service you are based in meets organisational, regulatory and legislative requirements.
* To be part of the rotational on-call system.

**Workplace Values:**

You are expected to operate within and promote the Visualise workplace values, which are that our approach should always be:

* Personalised
* Inclusive
* Integrated
* Caring
* Professional

**Main Duties and Responsibilities:**

**Providing Care and Support**

* To enable people who use our care and support services to be included and participate in daily activities of their choice, including recreational and leisure activities.
* To assist service users with various aspects of personal care to maintain physical and mental well-being. This includes assistance with mobility, health care, personal hygiene, dressing and meals, ensuring that dignity and respect is maintained at all times.
* Contribute to and ensure that personalised support plans are developed, maintained, implemented and reviewed.
* Co-operate and collaborate with everyone involved in the care and support of the people we using Visualise services. This includes the service user, carers, colleagues and other professionals to ensure the best possible outcomes for people.
* Help service users meet their responsibilities with regard to their tenancy/occupancy agreement.
* Support service users to manage their budget and access their finances, complying with the financial controls and monitoring set out.
* Assist the people we support with managing their utilities, conducting regular meter readings and identifying ‘best value’ suppliers.
* Help the people we support to maintain a safe and pleasant home environment, working with Housing Association and external suppliers to organise appropriate repairs and maintenance.

**People Management**

* Be present in your assigned service, maintaining oversight of the day-to-day activities of the team.
* Complete Return to Work interviews and ensure Fitness to Work notes are provided for relevant staff absences.
* Lead on the induction of new Support Workers, making sure all paperwork is complete and they are shadowed in appropriately.
* Work with the Team Leader to line manage all support staff in your service, including holding formal and informal supervisions.
* Day-to-day management of your Service’s rota, covering all shifts, allocating staff annual leave and ensuring an even skill mix.
* Assist with team meetings, and lead them in the absence of the Team Leader.

**Quality and Standards:**

* Ensure that all staff comply with all policies, procedures and standards.
* Develop, update, and ensure compliance with risk assessments for the people we support
* Lead on reviews for the people we support at least every six months, or as required.
* Carry out regular Health & Safety and Medication audits, flagging any concerns to the Team leader.
* Operate within and promote the Visualise values.
* Ensure application of Scottish Social Services Council (SSSC) principles and meet all registration requirements.
* Ensure that you apply the Health & Social Care Standards and ensure that they are reflected within your practice and that you encourage the staff in your service to do the same
* Seek advice and guidance from your supervisor on any issues as required, including standards, policies and procedures.
* Assist the team leader in implementing a continuous improvement culture

**Communication:**

* In the absence of the Team Leader, liaise with internal and external stakeholders, maintaining positive relationships.
* As part of the on-call rotas, assist in dealing with urgent staff queries and ensure shift cover, escalating issues as required.
* Operate as your service’s main point of contact for parents and guardians, sending reports as necessary and communicating with families as required.

**Learning and Development:**

* Attend and contribute effectively to management meetings and other meetings as requested
* Complete the required mandatory and individually specific training within agreed timescales.
* Attend and actively contribute to supervision and practice development sessions as agreed with your line manager.
* Be accountable for your own actions and take responsibility for your professional development.

**Other duties and responsibilities include:**

* Carry out any other duties appropriate to the position as required and/ or at the discretion of the Team Leaders/Services Manager