

JOB DESCRIPTION

Job Title: Senior Residential Support Worker

Responsible To: Home Manager | Deputy Manager

Work Base: Cantelowes House. Spring Close, Barnet

Supervises: Senior Residential Support Workers give direct supervision to Residential Support Workers.

Job Summary:

Under the guidance of the Home Manager/Deputy Manager, Senior Residential Support Workers will model and lead the Residential Support Workers in meeting the physical, social, emotional and spiritual developmental needs of older people and older people with Dementia.

By leading a team of Residential Support Workers in the use of person-centred planning and clear boundaries, they offer older people scope to explore alternative hopes and dreams with new values and sense of purpose.

Through the provision and oversight of the daily routines, activities and social interaction, they maintain and develop a supportive and stimulating environment for Residents, some who may display challenging behaviour.

Supervising a Residential Support Worker team using positive relational skills, leading a key team and making use of other services and opportunities, facilitate Residents to discover ways to face personal issues and to engage in the process of personal development.

Duties and Responsibilities

- To be conversant with the homes statement of purpose, function and management and to provide a level of care and service that meets the aims contained in that document.
- To work within all policies and procedures of Eleanor Palmer Trust, in particular those related to adult protection and health and safety.
- To promote the physical, emotional and social well-being of Residents e.g. clothing, diet, health, leisure, goals and aspirations. This will be through practical assistance and guidance to the Resident and directing the Residential Support Workers to pursue high standards of person-centred care.
- To co-ordinate, in conjunction with management, care planning and activity planning and to work towards meeting the needs highlighted in the person-centred care plan.
- To act in the role of key worker to specific Residents. Meeting with the key worker team and ensuring implementation of the person-centred care plan.

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- Ensure the registration with primary health care agencies e.g. local G.P. Dentist and Optician - when needed, administer medication in accordance with the instructions from medical practitioners, keeping accurate up to date records as required.
- To ensure that Residents have appropriate leisure plans that encourage social interaction and development. To facilitate and participate in such activities wherever possible and appropriate.
- To ensure all aspects of written information is kept up to date on files, and completion of records, reports and other documentation is accurate and in line with national minimum standards.
- To ensure good liaison and communication with social workers. GPs, district nurses, family, friends and advocates.
- Assist and supervise the preparation of reports for reviews and to attend reviews as required.
- To be fully aware of and participate in both fire and accident procedures, encouraging other staff and Residents to treat the regulations. training and practices with sufficient responsibility and urgency.
- To support the smooth running of the home through a flexible approach to the rota and a willingness to cover absences where required. The Senior Residential Support Worker also shares responsibility for ensuring that the staffing rota is up to the minimum requirement for safe operation of the home, and to include sleep-in as required.
- To participate fully in professional supervision and appraisal procedures.
- To assist in the delivery of induction training of new team members.
- Carry out supervision of other Residential Support Workers I.e. conducting planned, formal structured supervision following the formation set out in the guidelines.
- Respond appropriately to all emergency and on-call situations.
- Handling petty cash on a daily basis and being accountable for the balance of this account. Issuing monies to other workers and ensuring that receipts and balances match the purchases.
- Taking an active role in the development and training of other members of staff.
- Undertake any other duties as may be required or become necessary from time to time to ensure the effective management of the home and the wellbeing of the Residents.

In representing Eleanor Palmer Trust and the Residents, to behave in a professional manner at all times, dressing appropriately for the relevant activity or outing and to refrain from the use of offensive or questionable language or perspectives.