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## Job Description

### Senior Support Worker, North Belfast

#### Introduction

Autism Initiatives is committed to working in partnership with the People Supported, their families, commissioners and others to provide a specialist, autism specific, person centred and outcome focussed service for people with Autism Spectrum conditions.

All staff are expected to:

- Work in the context of Autism Initiatives' Vision, Mission and Philosophy and to use our 'Five Point Star' approach in order to support the People Supported in achieving their goals.
- Work to develop their abilities in line with the Autism Initiatives Competency Framework.
- Recognise the positive abilities of the People Supported and support our shared belief in lifelong learning.
- Adhere to the Autism Initiatives' Code of Conduct and the NI Social Care Council's Code of Practice (NISCC), showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times.

#### Location

Senior support workers are usually recruited for specific locations and the People Supported, but may also be required to work at other locations, either temporarily or permanently.

#### Line Manager

Senior support workers are managed and supervised by the Team Leader/Service Manager where they are located.

#### Main Duties and Responsibilities

Senior support workers should work within the mission and values of Autism Initiatives and the aims and objectives of the service, including:

1. Be able to work on their own initiative, and be able to plan and organise daily activities and routines for themselves and the team.
2. Provide direction and support to junior members of staff, and assist the Team Leader in the overall management of the service.

3. Ensuring clear, effective, appropriate, positive, channels of communication within the staff team.
4. Specifically take account of the choices, needs and wishes of each Person Supported, involving them in their own plans and day to day decisions and assisting them to integrate within the local community.
5. Ensure that the personal belongings of the People Supported are treated with respect and enable, as much as possible, the People Supported to maintain contact with their family and friends as appropriate.
6. Take personal responsibility for learning about each Person Supported and the way autism affects them; for 'listening' to the individual; and for reflecting on own practice to continuously develop their own knowledge and skills. As far as possible ensure the People Supported and their families/carers are involved and informed about aspects of their life within the home and community.
7. Assist the People Supported to settle in their new home and to assess their skills and needs in liaison with relevant persons and to be involved in the transition procedure.
8. Undertake duties such as laundry, shopping, cleaning and reporting and documenting any maintenance requirements.
9. Maintain the People Supported and staff confidentiality at all times. Ensure information is only disclosed to those who have a right and need for this.
10. Develop person centred working relationships with the People Supported, carrying out any Key Worker responsibilities in a professional manner.
11. Produce/contribute to assessments and reports as required.
12. Assist in planning and pursuing agreed strategies to support and alleviate behaviour that presents challenge.
13. Provide verbal / written reports to line management as required.
14. Attend, contribute to and chair case reviews as required.
15. Liaise with external agencies and/or parents and relatives to establish the best interests of the People Supported as required, including health and well being.
16. Supervise specific members of staff, students or volunteers, supported by a senior member of staff, promoting a team approach at all times.
17. Maintain records of untoward incidents, accidents and near misses for the People Supported and staff as appropriate and in accordance with AI Policy and Procedure.
18. Participate in any grievance, complaint or disciplinary action, in accordance with the organisation's procedures, in conjunction with your line manager and as directed by the HR department.

19. Attend and participate in all meetings and training as required, including own supervision and appraisals and a willingness to develop within the role/company.
20. Participate in the induction / training / development of new and current staff and be supportive to staff in difficult or potentially difficult situations within the workplace.
21. Be polite, courteous and supportive to all team members.
22. Take responsibility for a particular administrative area, e.g. medication, petty cash, rotas etc as directed and guided by the Team Leader.
23. Deputise for the Team Leader in the event of his/her absence with appropriate support from other managers. Forward absence information to HR as required.
24. Take responsibility for 'on call' duties when required.
25. Work with managers to identify needs and access relevant learning and development opportunities and share that learning with others.
26. Work as part of a team, sharing responsibility fairly and being supportive of others at all times, whilst promoting non-discriminatory practices.
27. To ensure safe and appropriate handling of the People Supported monies and to handle petty cash in accordance with AI policies and procedures and to assist with records and returns as required in respect of this area.
28. To keep appropriate (written) records on all matters relating to the operation of the home and in accordance with AI reporting and recording procedures.
29. Support the People Supported in their daily lives through:
  - Assisting them to develop and maintain a high standard of personal hygiene, appearance and health.
  - Supporting them to make appropriate choices regarding their nutritional needs.
  - Storing, administering and recording medication in accordance with People Supported needs, their individual Kardex and complying with AI medication policy and procedures.
  - Accompanying them to the dentist, doctor, hairdresser, and other appointments as appropriate.
  - Reporting to managers *any* concerns regarding the Person Supported welfare including health and safety issues and safeguarding concerns. Ensuring the environment is safe and responsive to individual needs.
  - Supporting the People Supported in their basic care needs such as bathing, dressing, shaving, and assisting them to learn self care and with direct support, where required.
  - Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with individual People Supported interests, choices, needs and care/support plans. This may include going swimming or going for walks etc.
  - Accompanying the People Supported on trips and holidays away when required.
  - Ensuring the home environment is secure, clean and well presented, undertaking domestic chores and relevant checks as necessary.
  - Adhering to all safeguarding requirements and any procedures aimed at the protection of vulnerable adults.

- Using AI's Positive Intervention Support Planning to support the People Supported in managing their own challenging behaviours.
- Understanding the importance of a Person Supported Working File and plans and using these effectively and professionally to inform practice on a daily basis.
- Recording accurately and professionally in line with national standards, Autism Initiatives requirements and the Five Point Star approach.
- Ensuring transport requirements are assessed and available to meet the needs of the People Supported.

**General**

1. To work to agreed standards in line with AI policies and procedures.
2. Be flexible with working arrangements and be able to cover leave as required.
3. Any other duties as reasonably requested.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description, have to be undertaken.

These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work.

The job description may also be reviewed in light of changing service needs, the People Supported needs, Company developments and accordance with regulatory and or legislative requirements, or in consultation with the post holder.

Duties should at all times, be undertaken in compliance with AI's policies and procedures, including Health and Safety.

This job description is not definitive and may vary.

**November 2023**

## **JOB CRITERIA – Senior Support Worker, North Belfast**

### **ESSENTIAL**

- Minimum of six months experience (*paid or voluntary*) supporting people with an Autism Spectrum Condition, or learning difficulties and associated conditions.
- GCSE English and Maths at Grade C or above, or equivalent.
- A full UK Driving Licence to be held for a minimum of one year.
- NISCC registered, or apply to register on appointment.

## Terms and Conditions

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|-------------------------------------|--|
| <b>Post:</b>                        | Senior Support Worker, North Belfast   |
| <b>Hours:</b>                       | 37.5 hours per week.   |
| <b>Salary:</b>                      | £13.70 per hour.   |
| <b>Leave:</b>                       | 23 Days Annual Leave per year pro rata.  |
| <b>Bank Holidays:</b>               | 10 Days per year pro rata.   |
| <b>Probation:</b>                   | 6 Months, 12 week assessment process.  |
| <b>Occupational Health Benefit:</b> | The organisation operates an Occupation Health Benefit scheme.   |
| <b>Pension:</b>                     | Auto Enrolment.  |
| <b>Equal Opportunities:</b>         | Autism Initiatives is committed to equal opportunities and as such welcomes applications from all sections of the community. |