

# SERVICES FOR INDEPENDENT LIVING (SIL)



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Homecare Senior Support Worker</b>
<b>Reports to:</b>	Homecare Registered/Deputy Manager
<b>Location:</b>	Herefordshire and neighbouring counties
<b>Hours:</b>	30 Hours per week
<b>Salary:</b>	£22,120.80 per annum

Services for Independent Living (SIL) is a charity set up over 25 years ago with a mission to offer high quality care and to support individuals in local communities. We provide services that enable individuals to lead an independent life within their own home and community. Our vision is, to enable individuals to exercise choice and control, to live independent lives, and to actively participate in society.

### **Main purpose:**

This is a unique and important role within the organisation involving working in the community and being a positive role model for Homecare support workers.

You will be able to directly deliver support to service users whilst supporting and developing support workers to achieve their goals and the best possible outcomes for the service.

Working in partnership with other professionals you will ensure service users get the right support at the right time in order to maximise service user independence in the community, and aid rehabilitation.

### **Responsibility areas:**

#### Operational

- Assist with on call responsibilities on a rota basis within the team always ensuring a safe service.
- Support the team in meeting the needs of service users with direct support hours in the community (minimum 15 hours per week).
- Ensure support workers records are up to date on Access.
- Liaise with service users, their representatives and relevant health and social care professionals.
- Provide effective leadership and support for the team in the community.
- Updating and maintaining all databases accurately, collating all information as directed by Managers.

Services for Independent Living, 1 Owen Way, Leominster, Herefordshire. HR6 0LA  
Registered Charity No: 1099020

- Ensuring GDPR regulations are followed.
- High level of discretion when handling confidential information.

## Planning

- Develop, monitor and review support plans for individuals.
- Assist service users to plan their desired outcomes and assist in the implementation of their plans.
- Ensure support workers are supervised with regular spot checks and involved in regular meetings.
- Induct and mentor new support workers to the service during probation period.
- Liaise with the Care Co-ordinator to review equipment needs for new support workers.
- Plan and deliver hands on training to ensure support workers are competent and up to date.
- Liaise with Managers when training needs have been identified for support workers.
- Able to manage time effectively, including planning of own workload.

## Learning and Development

- Complete any mandatory training.
- Attend relevant training courses to support the role.
- Maintain up to date knowledge on all policies and procedures relevant to the service.
- Attend meetings and supervisions as requested and actively contribute to the service.
- Identify personal development.

These duties may vary from time to time without alteration to the general character of the post or level of responsibility entailed. It is expected therefore that the post holder will undertake any other duties commensurate with the grading of the post and allocated by the Head of Service or, in their absence, the CEO.

This post is conditional to an Enhanced and Barring Service (DBS) Check.

The post holder must show clear commitment to **SIL guiding principles**:

- Partnership
- Respect
- Innovation
- Diversity
- Equality
- Strength-based

April 2024

## PERSON SPECIFICATION



Criteria	Essential	Desirable	Evidenced by:
<b>Education &amp; Knowledge</b>	Evidence of a good general education including GCSE Mathematics and English above grade C or equivalent	Level 3 Diploma Health & Social care or working towards	Application Form and certificates
<b>Skills</b>	<p>Intermediate working knowledge of Microsoft Word, Excel and Outlook</p> <p>Excellent written and verbal communication skills</p> <p>Good organisational skills</p> <p>Able to manage time effectively and work independently</p> <p>Ability to multi task and prioritise tasks effectively</p>	<p>Knowledge of Health &amp; Safety practices</p> <p>Previous experience of working in a similar environment</p> <p>Previous experience of working with Access (IT system)</p>	Application form, Interview and certificates
<b>Experience</b>	Dealing with confidential information following GDPR guidelines	<p>Previous experience of working in a similar environment</p> <p>Good knowledge of safeguarding, assessment and risk management</p>	Application form/ Interview
<b>Personal</b>	Team Player		Application Form & Interview