**Job Advert. – *To be completed for every vacancy***

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| **Job Ref. No: *to be completed by HR*** | **1055MOR** | | | | | | | | |
| **Initial Wording on Indeed.** | Join us as a Senior Support Worker and help lead a service that truly makes a difference.  This is a fantastic opportunity for someone with experience in social care who’s ready to take the next step into leadership. You’ll play a key role in the day-to-day running of our supported living services, situated in the picturesque and tranquil countryside village of Moreton, just outside of Dorchester. Your role focuses on ensuring safety, quality, and dignity remain at the heart of everything we do. From supervising staff and managing audits to supporting new service users through transitions, no two days are the same. You’ll help develop care plans, maintain high standards in health and safety, oversee medication and PPE, and be part of the safeguarding team. We’re looking for someone who can lead by example, communicate clearly with families and professionals, and support others to grow in their roles. If you’re passionate about person-centred care, ready to support others to live fulfilled, independent lives, and thrive in a leadership role, we’d love to hear from you. On-call duties apply one week in four, and full training is provided. | | | | | | | | |
| **Job Role:** | **Senior Support Worker – Supported Living** | | | | | | | | |
| **Department:** | **Adult Social Care** | | | | | | | | |
| **Location:** | **Dorchester & Surrounding Areas** | | | | | | | | |
| **Reports to:** | **Registered Manager & Field Care Supervisor** | | | | | | | | |
| **Remuneration & Rewards Package,** *include sleep-in rates, bonuses, etc.* | * £12.74 per hour * £80.00 per sleep-in * £7.70 per night on-call allowance * 32 days annual holiday (inclusive of Bank Holidays) – pro-rata for part-time staff | | | | | | | | |
| **Working Days/Hours:** | **30 hours per week**  **Two week rolling rota**  **Every other weekend**   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Week 1** | **DAY** | **PM** | **SLEEP** | **Hours** |  | **Week 2** | **DAY** | **PM** | **SLEEP** | **Hours** | | **Monday** |  |  |  | 2 |  | **Monday** |  |  |  |  | | **Tuesday** |  |  |  |  |  | **Tuesday** |  |  |  |  | | **Wednesday** |  |  |  | 10 |  | **Wednesday** |  |  |  | 6.5 | | **Thursday** |  |  |  | 6.5 |  | **Thursday** |  |  |  | 2 | | **Friday** |  |  |  | 6.5 |  | **Friday** |  |  |  |  | | **Saturday** |  |  |  |  |  | **Saturday** |  |  |  | 12 | | **Sunday** |  |  |  |  |  | **Sunday** |  |  |  | 14 | |  |  |  |  | **27** |  |  |  |  |  | **34.5** | | | | | | | | | |
| **Type of Contract:** | Full Time |  | | Part Time | | x | | Zero Hours |  |
| Salaried |  | | Hourly Paid | |  | | TTO-Term Time Only |  |
| **Notice Period:** *after probation period* | **One Month** | | | | | | | | |
| **Equipment Required** | Mobile Phone | | Laptop/iPad | | Fob(s)specify where for below | | Otherspecify details below | | |
| **Tick here if required** | **x** | | **x** | |  | |  | | |

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| **Main purpose of job role:** |  |
| **Key tasks:** | * To effectively support the Registered Manager and Field Care Supervisor in managing the day to day running of your allocated supported living service(s). Acting as a role model to the staff team, ensuring thy are clear about their duties, responsibilities and expectations to complete relevant tasks. * To act as the lead for your allocated service(s), ensuring that audits on health and safety, medication and finances are completed in a timely and effective manner. * To form part of the adult social care safeguarding team, acting as a point of contact for clients and support workers to raise concerns. * To supervise your allocated members of the support team, ensuring that appropriate support is offered and that concerns are brought to the attention of the Registered Manager. * To act as key worker to the individuals residing in your allocated service(s). * To cover the out of hours on-call service, one week in four. |
| **Other duties/responsibilities:** | **Manage the safety and quality of the business**   * Ensure that audits for Health & Safety, First Aid and Medication are completed on a monthly basis and returned to the Registered Manager. * Support the Registered Manager to implement quality management and improvement systems as identified during whole service audits. * Maintain full and accurate records and reporting systems in accordance with legal requirements to ensure the effective running of the day service. * Be prepared to work flexibly to ensure the safe delivery of the service. * Ensure that all alerts/concerns raised in the relation to service users are read, actioned, and recorded * Ensure that medication and PPE stocks remain adequate within your allocated service(s).   **Provide a good service to service users**   * Promote the rights of each service user and keep their wishes at the centre of their care and support. * Support the Registered Manager and the Field Care Supervisor with assessment of service users coming into your allocated service(s). * Support with transition work for new service users into your service. * Work with the Registered Manager and the Field Care Supervisor to ensure that care plans and risk assessments reflect the level of support required by individuals, providing regular updates so that these can remain reviewed on a regular basis. * Agree appropriate risk control measures to reduce identified risks. * Provide the service user, and where appropriate their representatives, with information about the service so that they are clear about what to expect and how they can raise any concerns. * Apply excellent communication skills with service users, their families and representatives, staff and other health and social care professionals to deliver high quality social care services. * Keep all information about service users and their families secure and confidential. * To plan and execute activities for your allocated service(s) to ensure they have fulfilled and meaningful lives.   **Lead and manage staff**   * Support to manage the effective recruitment, induction, and training of Adult Social Care Support Workers where required. * Provide leadership and be a strong role model for less experienced members of staff working in supported living. * Support the Registered Manager and the Field Care Supervisor to implement company policy and procedures in relation to managing absence, disciplinary, capability and grievance matters. * Provide information, guidance, and ongoing supervision to enable staff to carry out their roles effectively and safely. * Carry out supervisions for staff working within supported living as required. * Act as part of the emergency on-call rota, ensuring that you remain contactable during these periods. In emergency situations where no cover can be sought, to step-in and provide additional cover.   **Promote the business**   * Attend external meetings and represent the service in a positive manner, alongside the Registered Manager and the Field Care Supervisor. * Participate in the growth and development of supported living. * Work with the Registered Manager and the Field Care Supervisor to achieve sales targets and deliver within budget**.**   This list is not exhaustive and from time to time you may be required to undertake additional duties. We willprovide full training in line with regulatory requirements. |
| **Safeguarding:** | Employ My Ability is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.  Applicants will be required to undergo child protections/adult safeguarding screening appropriate to the post, including checks with past employers, and an enhanced DBS check.  It is a criminal offence for those who are barred from working in a regulated activity to apply for this role. |
| **Equality & Diversity:** | Employ My Ability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.  Employ My Ability is a Disability Confident  employer. |
| This role is exempt from the Rehabilitation of Offenders Act (ROA) 1974.  All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act. | |
| **Closing Date:** | **Shortlisted candidates will be contacted and interview arranged as quickly as possible** |
| **Interview Date(s):** | **…as above.** |