



Senior Support Worker Job Description

Accountable to _____

Responsible for Staff and Service users whilst on duty.

The role of the senior support worker

As a senior support worker you will initially follow the job description set out for support workers, but you will be part of the senior team and will be expected to support the Manager / Deputy Manager of the home in all aspects of the home's management including taking temporary charge during the absence of the management team.

You will be expected to promote equality, diversity and inclusion in all aspects of your role.

Responsibilities

- Help to ensure that support workers contribute to the best of their ability to the efficient running of the home and the creation of the right atmosphere.
- Undertake or update all necessary training that is deemed an important part of your training and development as a senior support worker.
- Ordering, storing, administering and returning medication.
- Carry out regular audits.
- Ensure you keep up to date with all relevant policies and procedures and support other staff members to do the same.
- Participate in staff meetings and reviews.
- Ensure service users' monies are secured and checked daily.
- Ensure any health and safety issues are recorded and passed onto the manager, including checks of all fire equipment and emergency lighting and carrying out regular fire drills.
- Report any maintenance requirements to the manager/deputy manager.
- Ensure all records are correct and eligible. Senior staff must complete the senior checklist at the end of each shift as part of the daily handover.
- Mentor new members of the staff team as part of their induction.
- Report any concerns you have around service users or staff to your manager.
- To act with discretion and confidentiality at all times.

- Ensure service users attend all activities wherever possible and record any cancelled activities and the reasons why.
- Ensure that rooms and communal areas are properly cleaned in line with infection control procedures.
- Assist the manager to maintain all records that may be required by CQC or the proprietors of the home.
- Senior staff will need to familiarise themselves and work in line with the key lines of enquiry as set out by the Care Quality Commission (safe, effective, responsive, caring and well-led)

This job description is not restrictive and you may be required to undertake any other duties and responsibilities as may be directed by your manager.

Signed _____

Date _____