



Job Description

Function:	Adult Services
Job title:	Senior Support Worker
Reports to:	Team Leader / Deputy Manager
Responsible for:	Support Workers and people we support

Main purpose of the job

To provide daily support to people who are within the autistic spectrum, actively supporting and encouraging the people we support to utilise activities and opportunities available to them through Autism Anglia's service. Supporting and accompanying the people we support on other personal appointments including medical and community-based activities.

Main duties / responsibilities

- Work in partnership with professionals to provide a strengths-based, outcomes-focused approach for all individuals;
- Day to day responsibility for the running of the service, deputising for the Team Leader, ensuring a high standard of delivery of the service, supporting staff members as required. Leading staff members and allocating duties to ensure that all the people we support have their needs fully met. Promoting open and effective communication with individuals and the staff team at all times;
- To actively promote the development of each individual using a holistic approach, which demonstrates, an understanding of their personal, physical, emotional, spiritual and developmental needs;
- Recognising the aspirations of and working towards enabling the person we support to achieve their own personal life plan, through person centred planning. This will include being actively involved in empowering them to make individual choices with regard to their everyday living;
- Encouraging each individual person we support to be as independent as possible, recognising that emotional and practical support may be required;
- Manage a supportive partnership with the individual's families, advocates, significant others and external bodies to support a positive image of Autism Anglia and the work we do;
- To support the Team Leader with rota management and maintaining clear communications, through a variety of formats;

Enhancing the lives of autistic people



- Carry out and undertake other tasks additional to those listed above according to the needs of Autism Anglia and in line with the competencies and skills of the jobholder;
- Take personal responsibility and act within the spirit, principles and values of the Charity;
- The applicant must be prepared to work rostered alternate weekends. There may be a requirement for additional weekend work.

It is essential that the applicant can attend services quickly when working 'on call'.

Person Specification

Education and qualifications

Essential	Desirable
HSC Level 3 – Care (or willingness to achieve)	Clean driving licence
Up to date Care Sector Mandatory Training (or willingness to achieve)	Care Certificate

Knowledge and Experience

Essential	Desirable
Ability to manage emotionally and physically challenging behaviour	Experience in a supervisory role and leading a team.
Ability to identify needs of the people we support and staff	Experience of the professional development of staff, allocating staff and resources as appropriate to the service.
Ability to maintain accurate records and have clear communication skills and use IT equipment effectively	Experience of working within adult health and social care services
At least 2 years' experience of support work	Line Management experience
Administration and administering of medication or willingness to achieve	



Experience of working with individuals with an autistic spectrum condition or willingness to learn	
Ability and willingness to contribute to the formulation of procedures	
Experience of attending and contributing to review meetings or willingness to achieve	

Professional Knowledge and Skills

Essential
<ul style="list-style-type: none"> • Adult social care and services • Legislation and regulations relating to service • Ability to maintain confidentiality at all times • Autism specific knowledge and appropriate communication skills Excellent oral, written & computerised communication skills • Good interpersonal skills • Ability to support change • Ability to support staff team • Ability to work in lone services • Ability to maintain accurate records • Ability to adhere to policies and procedures • Ability to work and interact with a wide range of professionals • Ability to respond appropriately to a variety of demands

Personal Skills

Essential
<ul style="list-style-type: none"> • A flexible, positive, energetic, enthusiastic and proactive approach • Self-motivated • Ability to make decisions, encourage, motivate and advocate for others • Display a tactful and diplomatic approach when dealing with other individuals • Ability to react with sensitivity and empathy when appropriate • Ability to present oneself as a good role model in terms of conducting in an appropriate manner • Commitment to ongoing professional and personal development • Ability to undertake flexible rota systems