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| **Job Description** |
| **Senior Social Care Worker** |
| **Introduction**Autism Initiatives is committed to working in partnership with service users, 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 service users in achieving their goals.
* Work to develop their abilities in line with the Autism Initiatives Competency Framework.
* Recognise the positive abilities of service users and support our shared belief in life-long learning.
* Adhere to the Autism Initiatives’ Code of Conduct, Code of Practice, showing a high degree of professionalism, resilience, and a willingness to remain committed when the work becomes more difficult.
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| **Purpose OF Role** The Senior Social Care Worker is required to undertake the running of the service in support of the Manager. He/she is expected to establish and maintain high standards of social work practice within the organisation. |
| **Location**The post will be based at residential services. Travel will be required. |
| **Line Manager**Senior Social Care Worker is managed and supervised by the Team Leader. |
| **The SSCW will**:1. Take personal responsibility for learning about each service user and how autism affects them; for ‘listening’ to the individual; and for reflecting on own practice to continuously develop their own knowledge and skills.
2. Assessment and report writing in line with Autism Initiatives approach.
3. Be responsible for planning, organising and executing training and development through goal planning. He/she will be expected to develop an understanding and experience of behaviours of concern.
4. The SSCW will be expected to undertake the delivery of training in line with Autism Initiatives learning and development plan under the guidance of the Area Manager.
5. The SSCW will be expected to work as part of a team. Lead the team in the absence of line Management, chair meetings and set agendas This includes supporting staff members in terms of being responsible for his/her own workload, supervisions and meetings both internal and external.
6. May be required to work shift work/weekends to include sleep in and night duties and be part of the On Call rota.
7. Maintain confidentiality at all times in line with GDPR.
8. Support the Quality Assurance process and systems within the organisation in line with New Directions and HIQA under the Health Act 2007.
9. To liaise with families, HSE, the multidisciplinary team and other personnel as directed.
10. Be responsible for the monitoring of all administration tasks to include the rota, working file, transitions, audits, action plans, monthly reviews and ensure that these are kept up to date and in line with policies.
11. Ensure service users receive support in their daily lives, alongside the team, according to the service user’s needs and preferences. Support may include:-:
* Supporting them to make appropriate choices regarding their nutritional needs.
* Reporting *any* concerns regarding the service user’s welfare including health and safety issues/Safe Guarding.
* Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with individual service user’s interests, choices and needs.
* Adhering to all safeguarding requirements and any procedures aimed at the protection of vulnerable adults.
* Using ‘Positive Intervention Support Planning’ to support service users in managing their own behaviours of concern.
* Understanding the importance of a service user’s 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 and New Directions.
1. Contribute to service user FPM and follow up on actions and goal setting.
2. Carry out required Health and Safety related monitoring and reporting.
3. Oversee the responsibility of specific relief staff and key responsibilities to include ;
* Engagement at core skills week to include shadow shifts
* Managing and Monitoring working time act re hours of work and breaks
* Lead and set agendas for Relief Team Meetings
* Overseeing and responsibility to ensure all Mandatory training is within date
* Overseeing Time sheets are completed effectively and efficiently in line with finance and HR Department
* Annual leave approval and recording in line with Finance and HR department
* Sick leave responsibility, administration and recording in line with Finance and HR Department
* Scheduling of Practice Support Meeting, Appraisals providing feedback and setting goals and objectives
* Informing service on cancellation of shifts/sick leave and or other

**Finance:**1. .Maintaining and recording all required financial information. Supporting financial audits and following up on actions within a required timeframe.
2. Follow finance procedures in line with policies to include petty cash ledgers, day to day finances.

**Quality Services:** 1. Adhere to all external/internal monitoring e.g. HIQA Inspections, internal audits, peer reviews and compliance with Code of conduct/internal audits.
2. Ensure all actions arising from monitoring are recorded, acted upon, and improvements evidenced.
3. Contribution and submission of data as required to include ARUs/Peer to peer and other.

**Working together:**1. Develop and maintain effective relationships with internal colleagues and teams so that we provide an efficient service user outcome focussed service.
2. Build and maintain a positive relationship with families and significant people in service users lives.
3. Engage with and contribute positively to local groups, creating and maximising opportunities for service users to be part of the community.

.1. Ensure that all feedback, including complaints, compliments and suggestions is encouraged, recorded, reported and used to improve the service.
2. Promote Projects and Enterprise Initiatives for supporting service user’s employment opportunities in line with New Directions 2012.

**Personal Development:** 1. Attend and contribute to Supervision, Appraisals, training and other events as required.
2. Attend all relevant and required training and development programmes.
3. Change practice as a result of development experiences.
4. Continuously develop own leadership style.
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| The Senior Social Care Worker will also undertake any other task or work which arises within the scope of the role in order to meet the needs of the service.Duties will at all times be undertaken in compliance with Autism Initiative’s Policies and Procedures, including Health and Safety. |

**Personal Specification**

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| **Job Title:** | **Senior Social Care Worker**  |
| **Qualifications:** | **Essential:** | **Desirable:** |
|  | Relevant health care/Social Care qualification.  | Supervisory experience Management experience. |
| **Knowledge:** | Knowledge in the area of Autism. Current legislation and regulations relating to social care sector/HIQA.Understanding of the needs and rights of individuals with autism. | New Directions 2012 |
| **Experience:** | Multi-disciplinary working with people who have complex needs. Implementation and development of support/care plans, PCP`s/other. | Lead/Chair meetings |
| **Skills/Abilities:** | The ability to use your own initiative. To organise and prioritise your workload. Knowledge of budgets. Staff supervisions and appraisals Good communicator. Good supervisory skills, with a hands on approach. To be flexible and proactive in problem solving situations. On Call, attend and deliver training.  | Rota management  |
| **Personal Qualities:** | Able to work flexible and unsocial hours on a regular basis. Able to work evenings, weekends, on a rota basis. |  |