

# Clervaux Trust Limited

## Job Description

**Position:** Senior Residential Support Worker

**Post Reference No:** CVT00012

**Responsible to:** Residential Manager

**Service Area:** Residential

**Location:** Darlington

### Job Purpose

To lead a team of Support Workers to implement the daily operational need of the team house, with supervision and advice, to contribute to the provision of a residential service. To promote and ensure the safety, care, well-being, learning and development of the residents, to enable their growth in confidence and social and practical skills, promote their learning and provide and contribute to training opportunities for residents. The Senior Residential Support Worker may be required to work alongside other residential carers or on their own in a variety of settings which may include one or more team houses. They may also be required to undertake support work in the day provision as required.

The Senior Residential Support Worker will work within the ethos of the household.

The post holder will be expected to travel on a regular basis between different sites, and to and from other places as Clervaux Trust Limited may reasonably require.

This role predominantly works evenings and weekends on a rota.

### Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Clervaux Trust Limited.

### Main Duties

1. To lead the Support Workers to implement the daily operational needs of the team house and provide supervision and advice to contribute to the residential service.
2. Provide, alone or as part of a team, high quality care and appropriate levels of supervision for the residents.
3. To deputise in the absence of the Home Life Manager as and when required.
4. Provide through formal supervision, support and development of a team of Support Workers.
5. Contribute to effective record systems in accordance with Clervaux Trust Limited guidelines and procedures.

6. Contributing skills and knowledge as part of a team and attending staff meetings when required.
7. To supervise the household when on duty, including sleepovers.
8. To support during holiday periods as necessary.
9. To implement the relevant elements from individual including personal hygiene, household responsibilities, personal finance and social activities, etc.
10. To be able to reflect on own working practice recognising the importance of providing a role model; making use of supervision, briefing and debriefing sessions.
11. To communicate relevant observations effectively to those working closely with the Home Life Manager).
12. To complete appropriate paperwork, feedback forms and occurrence reports as required.
13. To be able to account for expenditure whilst working as a Senior Residential Support Worker.
14. To support residents to attend appointments for the doctor, dentist, optician as may be necessary, and to complete a medical visits form following any visit.
15. To deal with conflicts that may arise in the households, by encouraging open discussion, supporting the expression of feelings, and thereby promote the resolution of any disagreements.
16. To comply with Clervaux Trust Limited Manual Handling Policy and Practice.
17. To participate in the on-call duty rota.

### **General**

1. To take responsibility and share the commitment for promoting and safeguarding the welfare of residents and all staff and other service users of Clervaux Trust Limited.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with Clervaux Trust Limited Health and Safety Policy.
4. To actively support and promote equality and diversity throughout Clervaux Trust Limited.
5. To work co-operatively with other staff within Clervaux Trust Limited.
6. To work with residents and staff across Clervaux Trust.
7. To comply with all the policies and procedures of Clervaux Trust Limited.

8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.
11. To undertake training and development as required by Clervaux Trust Limited.
12. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
13. To undertake work related continued professional development (CPD) as required by the post.
14. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
15. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

#### **Staff Management and Supervision**

The Senior Residential Support Worker has staff responsibility for Support Workers within the residential provision and deputising for the Home Life Manager in their absence.

#### **Liaison**

To liaise with all staff employed by Clervaux Trust Limited, professional bodies, external consultants, and any outside bodies as and when required.

#### **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.