**Camphill Devon Community**

**Job Description – Senior Support Worker** (Summary Version)

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| At Camphill Devon we support adult with learning disabilities and autism  to live their lives the way they want to.  Come and join our team and make a difference to people who need your support.  **We are special!**  Camphill Devon is a special place. Working with people across several small group settings, and in their own homes, we ensure that people have real freedom of choice, receive the right support, and make decisions about what they do, and how they want to live.  **Our Values**:  • To promote a community ethos where everyone has a part to play, and has opportunities to make choices and take responsibility  • To involve people is at the heart of everything we do  • To understand, value and meet people’s needs  • To treat people with kindness, compassion and dignity  • To promote, respect and celebrate people’s diversity and individuality  • To learn from people to assist us all adapt and continually improve and grow |
| **Main responsibilities:** |
| ***Provide personal, practical and emotional support to the individuals we support***   * Support people to meet their personal care needs * Support people with the administration of any prescribed medicine, complying with all medicine policies. * Enable people to achieve independence as far as possible * Assist people in devising, implementing and reviewing support plans |
| ***Provide a safe, comfortable and supportive home for the individuals we support***   * Participate in rotas, which may include day, evening, weekend and Bank Holiday working. Sleeping-in duties at night may also be required. * Assist in health and safety assessments. * Adhere to all infection control processes. * Maintain contact with a wide range of outside professionals. |
| ***Take responsibility for structuring and organising day to day activities within the house.***   * Take a lead role in shift planning * Delegate duties to Support Workers and volunteers as appropriate * Supervise Support Workers to support effective performance management * Monitor reporting and recording to ensue effective and evidential records are maintained * Deputise in the absence of the RSM |
| ***Be an active member of the House team***   * Help cover the work of the team, during absence, vacancies, or when a colleague requires support * Lead and contribute to hand-overs, reviews and team meetings * Share with other team members previous experience, skills and knowledge, which may be relevant to the team |
| ***Keep records and participate in administrative tasks.***   * Assist in writing, receiving and updating of individual support plans and related documentation. |