

## Job Description

<b>Job Title</b>	<b>LEAD SUPPORT WORKER</b>
<b>Reporting To</b>	<b>Home Manager</b>
<b>Job Code</b>	<b>RES003</b>
<b>Job Description Date</b>	<b>November 2019</b>

### MAIN PURPOSE

To lead and support staff on shift so that the people we support lead a valued and fulfilling life. To maximise the potential capacity of all those we support, physically, intellectually, emotionally and socially, whilst working in accordance with *Achieve together's* philosophy of care and values, its policies and procedures and all relevant legislation.

### KEY RESPONSIBILITIES

1. Enhance and enrich quality of life for all people we support by enabling them to keep moving towards agreed goals and life skills. This will involve supporting them to plan and engage in activities in line with their individualised programme which could include holidays, social events, religious activities, sporting activities, education.
2. Maintain the general health, wellbeing and emotional needs of each person we support. This includes but is not limited to, ensuring a high standard of personal care which could include intimate care, attending health appointments, administering medication in line with *Achieve Together's* policies and responding appropriately to any medical or health concerns.
3. Ensure the safety of the people we support at all times, complying with all H&S requirements and all other relevant legislation and best practice. Ensure all concerns around safety and safeguarding are reported immediately and all safeguarding policies are adhered to.
4. Support the personalised development of each person we support, recognising talent, sensitivities and beliefs, respecting dignity and individuality and providing the individual with choice and control.
5. Be personally accountable for the standard of your practice.
6. Enable and encourage the people we support to keep in contact with family and friends, and to participate in social and community activities including annual holiday and professional networks.
7. Maintain accurate and detailed records in line with legislation and *Achieve Together* policies and procedures. This includes, but is not limited to, preparing and implementing care plans and risk assessments and writing daily diaries, recording health appointments and accident/incidents.
8. Involve the people we support in maintaining the cleanliness of the home to a high standard
9. Act as a Key Worker to supported individuals ensuring the consistent implementation of all the above points
10. Work as part of a staff team in a constructive and supportive manner, attending and participating in regular staff meetings and contributing to a culture of open communication and constructive feedback with colleagues.
11. Participate in regular supervision and annual appraisals and take personal responsibility for your own learning.
12. Attend all relevant learning and development opportunities and take responsibility for putting your learning into practice on a daily basis.

13. Maintain a working knowledge of, and comply with CQC/CIW/Ofsted, *Achieve Together* policies, procedures and guidelines
14. Work in accordance with *Achieve Together's* values.
15. Communicate with families, representatives and outside agencies in a professional and courteous manner and support others to do that consistently.
16. Maintain the confidentiality of information
17. Be responsible for the delivery of a flexible and person centred rota to meet the individual needs of the people we support.
18. Participate in the 'on call' rota
19. Supervise delegated members of staff in accordance with the supervision policy
20. Provide coaching for staff when on shift, be involved in the induction of new staff and be a role model for excellent practice.

This job description is not an exhaustive list, but a guideline to indicate the main tasks and responsibilities. It is therefore subject to periodical review to meet the service needs.