

## Job Description

Job Title:	Lead Support Worker
Grade/Salary	£28,615.85-£31,816.07
Responsible to:	Chief Executive Officer NST Board of Trustees
Immediate manager:	Day Service Co-ordinator
Responsible For:	Support Staff, Volunteers, Students.
Hours of Duty:	37 ½ hrs per week Monday- Friday, some evening and weekend work. Flexibility for meetings.
Experience:	Experience of working with disabled people and must have a working knowledge of organisational practices and procedures.
Control of Resources	To be responsible, alongside other NST staff, for equipment and materials. The proper use and security of equipment.
Health/Safety/Welfare:	To work in accordance with NST, Local Authority, Health and safety and Welfare standards.

### Purpose and Objectives of the Job:

To provide a comprehensive and appropriate Day Service Provision for Adults with learning disabilities and complex needs in line with service agreement between NST and Calderdale MBC.

To have line management responsibilities, including staff supervision while maintaining a hands on support role. Working alongside the Day service Co-ordinator on these responsibilities.

To maintain administrative systems including timetables and staffing alongside Day service Co-ordinator.

To work with individuals and their families to identify their needs and choices for purposeful day activities. To identify opportunities available for the individual and offer support to achieve and maintain involvement in their chosen activity

To ensure that a person-centred approach is delivered through the service and its staff, including ongoing PCP planning and development with individuals alongside staff and line manager.

To contribute to organisational development as appropriate.

To ensure session activities are sensitive to cultural and traditional values. Develop good working relations with family carers to ensure services are appropriate to cultural backgrounds.

To facilitate a process chosen by individuals to take on activities including therapeutic support, health related activities, voluntary work and employment; working alongside other partners in order to ensure that effective support networks are in place.

To oversee and manage the day-to-day running of the day service provision.

To work in accordance with NST policies and procedures as listed in the Employee Handbook and Operations Manual and ensure these are being followed.

### **Principal Duties:**

- 1) To work alongside the Day Service Coordinator and key workers on the assessment, planning, implementation, and maintenance and evaluation of each individual Person centred plan.
- 2) To be responsible for the day-to-day leadership and administration of a team of support workers while maintaining the hands on support role.
- 3) To identify and initiate new opportunities and activities for the individual users
- 4) To enable the users to participate in all activities by providing the appropriate support.
- 5) To be responsible for the safe handling and recording of all cash including Petty cash and other monies.
- 6) To ensure the session activities are safe.
- 7) To work as a member of the team within the day service and the organisation and ensure effective communication links are maintained all concerned.
- 8) To be responsible alongside other NST staff for the proper use of materials/equipment and informing senior staff members of any potential risks and faults. Complete and review risk assessments as required.
- 10) To support the vision, values and objectives of NST
- 11) To maintain Users and Organisations Confidentiality at all times.
- 12) To respond to the concerns of Support Workers and take appropriate action including the contacting of relevant agencies to resolve such concerns.
- 13) To liaise closely with families, Care Managers, and participate in regular meetings.
- 14) To be responsible for maintaining good working links with other staff and relevant agencies concerning the post holders' responsibilities and the organisation as a whole.

- 15) To fully understand, actively promote and implement NST's Health and Safety policy including Risk Assessments.
- 16) To undertake Supervision sessions with Support Workers and liaise with senior managers on any issues coming from these. Feedback to senior managers for the purpose of annual appraisals.
- 17) To take responsibility of opening and closing of buildings as required..

#### **Other Duties:**

- 1) To work towards implementing the principles of Equality and Citizenship ensuring the following outcomes:
  - a. Choice – The provision of activities that will increase the choice to service users
  - b. Community Presence – The provision of activities that will provide a more appropriate setting in which people with learning disabilities will have the opportunity to mix with non-disabled people in the community promoting inclusion for all.
  - c. Respect – The provision of activities that will give those attending the opportunity to experience time away from their family where they will be treated as adults
  - d. Competence – The service will enable people to lead a more interesting and rewarding life, where new skills and experience can be gained.
  - e. Relationships – The services will enable people to meet a wider range of non-disabled people and to form valued relationships with both those attending and other people that will be met during the period of that programme
  - f. Parents/Carers – That the parents/carers of the people attending the scheme are confident that the person attending will be well cared for, safe and will enjoy themselves.

To co-operate with NST's policy on Equal Opportunities in employment and delivery of services.

To liaise with appropriate agencies (Physiotherapist, Occupational and Speech Therapist etc.), users and their families to monitor health care needs and implement any programmes, which would be of benefit to the individual.

#### **General Duties:**

- 1) To ensure all visitors to the centre are received and welcomed.
- 2) To be concerned with public relations and help maintain the Organisations image.
- 3) To participate in training programmes as appropriate.
- 4) To involve users and families in all developments in the project, including interviews for new staff.
- 5) To assist/ supervise training for students on placements.
- 6) To participate in training and induction programmes for staff and volunteers.
- 7) To contribute to the effective running of the organisation, for example, covering the office



as and when required, updating and maintaining organisational information.

8) Attendance of staff meetings within the organisation.

9) Covering essential duties and annual leave/sickness in the absence of team members.

10) To operate within NST's Grievance and Disciplinary procedures at the appropriate level.

**Occasional Duties:**

1. To undertake such other duties and responsibilities as may be determined from time to time by the Management Group in consultation with the post holder.

**Job Description Agreed By:**

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**Manager**

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**Date**

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**Employee**

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**Date**