

Job Description

Job Title	Senior Residential Support Worker
Directorate	Adult Services and Health
Service	Assessment and Care Delivery
Grade	5
Competency Level	2
Salary	£31,022- £35,412
Job Type	Office based
Location	Millvina House Dementia Nursing Home / Brushwood Dementia Nursing Home
Disclosure and barring service (DBS)	Enhanced DBS (Adult Workforce and Adult Barred List)
Job Evaluation Ref No	

Job Purpose

Liverpool City Council provide a variety of In House Residential establishments that are CQC registered and support people with various needs. The Senior Residential Support Worker assists the Registered Manager, Deputy Manager with the day to day activities of the home ensuring that safe and effective care is provided to people residing in the home.

Directly Responsible For:

Senior Residential Support Worker will be responsible for working with a team of Residential Support Workers on a daily basis to provide safe and effective care to people living in the home. Senior Residential Support Worker will also have direct supervisory responsibility to a number of Residential Support Workers

Directly Responsible To:

Registered Manager/ Deputy Manager

Main Areas of Responsibility:

- To work as part of city-wide team to support the Registered Manager with the day-to-day activities of a nursing home
- To work flexibly over 7 days, between 8am and 8pm (days) 8pm to 8am (nights) on a rota of shift patterns
- To provide cover within the home in the absence of the Manager/ Deputy
- To supervise and develop a team of staff including annual appraisals, PRD and supervision
- To oversee the implementation of care plans
- To work in partnership with, or as part of an integrated team
- To assist the Manager with the preparation of staff rotas and annual leave
- To carry out the administering of medication as and when required.
- To participate in multidisciplinary team meetings and decision making
- Establish strong links with other agencies and professionals in order to ensure delivery of safe and effective care
- To support admissions and discharges into the home
- To review and update non clinical care plans
- To participate in training and supervision sessions in accordance with Liverpool City Council guidelines

- To carry out all duties in accordance with the City Council policies and procedures, including the promotion of anti-discriminatory practice and equal opportunities.

Supervision and Management Responsibility:

- Ensuring Care plans and risk assessments are planned to include meaningful one to one conversations
- Quality annual appraisals and regular workforce planning and development.
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Senior Residential Support Worker will carry out various assessments (non clinical) of service users accessing the service. This may require Senior Residential Support Worker to carry out physical tasks as well as using various manual handling equipment

- Senior Residential Support Worker will be required to work alongside Residential Support Workers and provide support to service users accessing the service

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Desirable

- NVQ Level 3 in social care

Experience

Essential

- Appropriate experience or working in a social care setting (A)
- A willingness to or experience of supervising or managing staff (A)
- Experience of dealing with complex individual cases and/or situations (A,I)
- A willingness or experience of contributing to care plans and discharge planning (A,I)
- A willingness or experience of the management of medication (A,I)

Desirable

- Experience of working as part of a multi disciplinary team
- Experience of meeting deadlines in a busy environment
- Experience of completing risk assessments

Skills/Abilities

Essential

- Ability to delegate, allocate and manage workloads in a care home environment (A,I)

Desirable

- Knowledge of managing risk in a community setting
- Ability to work as part of a team
- Ability to communicate effectively
- Good interpersonal skills

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Desirable

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level
- Must understand and be committed to Equal Opportunities and Anti-Discriminatory Practice