

# Job Description



**POST: Senior Housing Care Worker**

**LOCATION: Development Based**

**REPORTS TO: Housing Care Manager**

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## **PURPOSE OF JOB**

Lead and support a Housing with Care Service staff team by ensuring customers are supported to live independently within their own homes, ensuring the staff team provide care and support in a person-centred manner, ensuring positive outcomes for customers.

## **MAIN DUTIES**

- Ensure person centred care is delivered and care and support plans are reviewed in line with Health and Social Care Standards
- Provide support and guidance to the care staff team, ensuring that customers receive care and support in accordance with individual care plans and assessed needs.
- Ensure reviews are carried out on care and support plans to ensure that the care and support delivered meets customers' current needs, and that any unmet needs are identified and appropriate referrals to other agencies are made.
- Produce and present reports at Case Conferences with external professional bodies e.g. social work.
- Ensure all mandatory training needs are identified and are met through Support, Supervision and Appraisal of care staff and that all staff adhere to the SSSC codes of practice and Trust policies and procedures.
- Ensure effective management of medication by auditing of medication administration, ordering and receipt of medication, error reporting and competency training in line with Medication Management Documentation.
- Ensure adult support and protection referrals are made and reported to appropriate statutory agencies.
- Participate in the recruitment, induction, and probation reviews of care at home staff.
- Adhere to the Allocation Policy including working with the allocations team supporting customers to view properties and signing of tenancies.
- Ensure health and safety records are maintained and testing carried out (e.g. fire alarms, building security, tenant pendants, emergency call system)
- Join the care rota to provide personal and emotional care to tenants.
- In the absence of the Housing with Care Manager attend external meetings with external agencies and other agencies as appropriate.
- To undertake any other relevant duties as considered appropriate to the post

Skills & Abilities	Essential	Desirable
Effective communication with the customer group by adapting to different customer needs e.g. dementia or complex needs.	✓	
Clear and accurate written and verbal presentation skills	✓	
Motivate, Support and Monitor the staff team in the delivery of care and support	✓	
IT skills in e.g. emails, word, excel, teams	✓	
SVQ level 3 /HNC in relevant social care sector, management units		✓
Experience of administration and management of medication	✓	
Deal with emergency situations in a professional manner	✓	
Work on a rota basis including weekends, late, early shifts	✓	
Be flexible to meet the needs of tenants and staff	✓	
Undertake occasional out of hours working when required	✓	
Obtain a Satisfactory PVG Check	✓	
Obtain and retain registration with SSSC	✓	

#### Equality, Diversity, and Inclusion (EDI)

Trust is an Investor in Diversity organisation and as such we seek to promote equality, inclusion, and diversity in all that we do.

You will be required to:

- Be aware of and engage with Trust' EDI Strategy and Policies, IID and LID action plans surveys, induction & review sessions and focus groups.
- Contribute to EDI discussions in team meetings and share updates and case studies
- Ensure your EDI training is up to date
- Attend EDI learning and networking events
- Access where relevant, EDI information on Trust's intranet
- Be clear of your responsibilities for EDI as a staff team member and the expected behaviours and values set by Trust Challenge any inappropriate behaviour, bullying or harassment and discrimination and report it through the appropriate channels.

Signed \_\_\_\_\_ Dated \_\_\_\_\_