



Coventry City Council

## Job Description

<b>Job Title:</b>	Senior Support Assistant	<b>Job Number:</b>	
<b>Services:</b>	Internally Provided Services	<b>Grade:</b>	5
<b>Location:</b>	Promoting Independent Living Service – City Wide		

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

To provide personal assistance care and support to tenants in accordance with personal plans, in line with policies, procedures and practices of the department.

### Main Duties and Responsibilities:

1. Participate in the development and implementation of Equal Opportunity Action Plans, thus ensuring the development of multi-cultural practices.
2. Promote the physical (including the administration of medication), emotional, social and intellectual well-being of each service user.
3. Supervise support assistants as appropriate, on a day to day basis ensuring all service users' needs are met.
4. Participate in creating opportunities and choice, so each service user can live the fullest life possible, including social and leisure opportunities.
5. Provide assistance and encourage service users in all aspects of their own personal care, eg. dressing, washing, toileting and bathing.
6. Undertake household tasks, where appropriate, eg. cooking, laundry and cleaning, encouraging the involvement of service users.



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7. Encourage and support service users to take care of their own and others' personal belongings.
  8. Assist in day to day record-keeping on matters pertaining to service users, and alert a responsible officer of any development causing concern.
  9. Take responsibility for the personal finance of service users, as appropriate, and ensure a proper recording procedure is adhered to.
  10. Take responsibility for the administration of medication as prescribed and to ensure a proper recording procedure is adhered to.
  11. Contribute, as appropriate, to the Service User outcome focussed Review process.
  12. Attend meetings and contribute to the work of the team on a regular and ongoing basis.
  13. Respect confidentiality in all aspects of the role when working with service users.
  14. Liaise effectively with parents, carers, independent providers, ACM workers and other agencies pertinent to personal plans of Service Users.
  15. Ensure Health and Safety requirements are adhered to with due regard to service users, staff and all persons using the building.
  16. Attend any training with respect to first aid and provide first aid attention if required (after appropriate training has been provided) and/or summon appropriate assistance.
  17. Participate in sleeping-in rotas, as required.
  18. Work weekends and bank holidays, as required.
  19. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

<b>Responsible for:</b>	<b>Support Assistants</b>	<b>Responsible to:</b>	<b>Support Co-ordinators</b>
<b>Date Reviewed:</b>		<b>Updated:</b>	<b>January 2021</b>



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## Person Specification

<b>Job Title:</b>	Senior Support Assistant	<b>Job Number:</b>	
<b>Services:</b>	Internally Provided Services	<b>Grade:</b>	5
<b>Location:</b>	Promoting Independent Living Service – City Wide		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Valuing People Now White Paper</li> </ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Able to appropriately supervise a group of staff, ie. conduct, medication, reports, care plans.</li> <li>Able to write accurate reports and support plans/risk assessments.</li> <li>Able to communicate and liaise with service users, relatives and other professionals, on a day to day basis</li> <li>Domestic skills - prepare and cook simple meals, cleaning, shopping, etc.</li> <li>Demonstrate a positive attitude to service user rights, choice and dignity.</li> <li>Able to understand departmental financial procedures and put into practice</li> <li>Ability to assess service user needs and record and maintain records and monitor accordingly.</li> <li>Numeracy skills for cash handling and recording.</li> <li>Able to supervise staff and students.</li> <li>Able to work as part of a management team, using your initiative and respond flexibly to the needs of service users.</li> <li>Able to make informed decisions.</li> <li>Able to notify 'at risk' situations.</li> <li>Ability to work with and in a group.</li> <li>Able to participate in staff meetings</li> <li>Able to participate in, and organise, activities.</li> <li>Able to accept the need for training and put learning into practice</li> <li>Able to appropriately manage service users who display behaviour that sometimes challenges the service.</li> <li>Able to work at times identified by service user need.</li> <li>Able to do sleep-in duties.</li> <li>Able to demonstrate a positive attitude to equality of service/opportunity and demonstrate putting it into practice.</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience of working with people with learning difficulties</li> </ul>
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<b>Educational:</b>	<ul style="list-style-type: none"> <li>NVQ Level 2 in Care</li> </ul>
	<ul style="list-style-type: none"> <li>NVQ Level 3 Promoting Independence (or willing to work towards)</li> </ul>

<b>Special Requirements:</b>	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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<b>Date Reviewed:</b>		<b>Updated:</b>	<b>January 2021</b>
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