

Job Description and Person Specification



Job Description

Job Title	Senior Support Assistant
Grade	G5
Service	Promoting Independent Living Service
Reports to	Support Co-ordinator
Location	City Wide
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

Purpose of the role / Output

To provide first line management support, supervision, appraisals, and shift support to Support Staff within the PILs tenancies.

Ensure tenants remain and that their support needs are met in line with their agreed support plans and risk assessments.

Ensure Rotas are managed in fair and equitable manner ensuring annual leave, training and sickness leave are covered

Main Duties & Key Accountabilities

Core Knowledge

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.
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. Be able to work all shifts required by local rota pattern depending on the service users' needs, which may include working regular evenings, weekends, sleep ins and Public Holidays where applicable. Notice will be given for any ongoing changes to the regular rolling rota pattern.
18. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Health Professionals Care Quality Commission	Internal PILS Management Team All Age Disability Team
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

Support Assistants

Person specification

Job Evaluation Code	
Knowledge	
An insight into the needs of people with a learning disability, e.g. physical, social and emotional	
The types of intervention that promote independence.	
The philosophy of Promoting Independent Living.	
Equal opportunities	
Skills and Abilities	
Able to appropriately supervise a group of staff, ie. conduct, medication, reports, care plans.	
Able to write accurate reports and support plans/risk assessments.	
Able to communicate and liaise with service users, relatives and other professionals, on a day to day basis	
Domestic skills - prepare and cook simple meals, cleaning, shopping, etc.	
Demonstrate a positive attitude to service user rights, choice and dignity	
Able to understand departmental financial procedures and put into practice	
Ability to assess service user needs and record and maintain records and monitor accordingly.	
Numeracy skills for cash handling and recording.	
Able to supervise staff and students.	
Able to work as part of a management team, using your initiative and respond flexibly to the needs of service users.	
Able to make informed decisions	
Able to notify 'at risk' situations	
Ability to work with and in a group	
Able to participate in, and when required to chair, staff meetings	

Able to participate in, and organise, activities.
Able to accept the need for training and put learning into practice
Able to appropriately manage service users who display behaviour that sometimes challenges the service.
Able to work at times identified by service user need.
Able to do sleep-in duties
Able to demonstrate a positive attitude to equality of service/opportunity and demonstrate putting it into practice.
Experience
Experience in delivering support in a Social Care or equivalent setting
Qualifications
Have a Diploma Level 2 in Health and Social Care or Equivalent
Ability to undertake Diploma level 3 promoting independence or supervisory within an agreed time scale
Special Requirements
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).

Date Created	February 2023	Date Reviewed	
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