

Brain Injury Rehabilitation Trust

Job Description

POST: HOUSE LEADER

REPORTS TO: Community Support Manager

PURPOSE

To supervise and develop a team of support workers as enablers who support and assist people with brain injury in the performance of every day living functions and development of personal skills, by reason of their disability are unable to achieve without support.

To provide support to clients' family.

To ensure the highest possible quality of support service within the agreed budget for each home.

MAIN TASKS

The Senior Support Worker is expected to be fully competent in all aspects of the support workers' duties and in addition, will be responsible for the following:

1. QUALITY

- 1.1 To monitor the quality within the home, setting high standards of care within the team supervised.
- 1.2 To participate in the monitoring, evaluating and reporting on the progress and success of the service users' goals and objectives.
- 1.3 To monitor and maintain a safe environment for each individual client reporting to the line manager any repairs which are necessary

2. DUTIES & RESPONSIBILITIES

- 2.1 To take responsibility for any key tasks as designated by the Coordinators e.g. ordering of medication, making appointments, etc.
- 2.2 To identify any physical problems and ensure a full report is made to the appropriate person i.e. Coordinators, family, doctor and Community Support Manager
- 2.3 To assist the client and family in supplying the correct diet together with monitoring and recording weight and bowel / urine output.
- 2.4 To act as key worker to a designated service user liaising with other staff, professionals and family, referring any complex problems to the Coordinators and Community Support Manager.

- 2.5 To ensure all relevant documentation, which is written by support workers, is maintained and monitored. To provide training when required.
- 2.6 To act as nominated senior staff member in charge of ordering all medication and to ensure that Medication Procedure is followed for each individual's clients needs, and to authorise staff to support that.
- 2.7 To monitor and ensure the correct procedure is operated for dispensing medication and that staff are advised of their responsibilities

3. FINANCE

- 3.1 In the absence of both Coordinators to ensure you take responsibility for House accounts and any day to day finances which may occur
- 3.2 To ensure all monies and receipts are accounted for on each shift

4. STAFF TRAINING & SUPPORT

- 4.1 To supervise, appraise, develop and train support workers as authorized by the Coordinators
 - 4.2 To contribute to the development of any in house training programmes for all staff and family, where appropriate
 - 4.3 To contribute to regular staff supervisions and ensure they are recorded
 - 4.4 Ensure that all Policies & Procedures are fully understood and implemented by rest of support workers
 - 4.5 In the absence of both Coordinators to record and report on all staff absences and find cover for any staff absences that occur, wherever possible.
5. Any other reasonable duties falling within the role of Senior Support Worker and delegated by Coordinators and Community Support Manager.

CARE FOR THE CARERS

It is fully understood by the management team that the difficulties and stress inherent in this position are very high. In consequence, it must be emphasised that within the culture of the Trust is the recognition that the carers must also be cared for. There is every opportunity to seek the advice, assistance and support of colleagues in trying to achieve goals and resolve problems.

**HOUSE LEADER
COMMUNITY SERVICES
PERSON SPECIFICATION**
Criteria required for this post



Requirement	How Identified	Requirement	How Identified
Proven experience of working in the care sector.	Application form Interview	NVQ 3/4 in care or any other equivalent qualification	Application Form Certificates
Ability to use own initiative	Application form Interview	Experience of working within a community setting	Application form Interview
High level of communication skills, both oral and written	Application form Interview	Knowledge of or willingness to develop a knowledge and understanding of people with disabilities.	Application form Interview
Ability to be flexible in your approach	Application form Interview	Previous experience of working with people with disabilities	Application form Interview
Interpersonal skills	Application form Interview	Experience of following or drawing up care plans	Application form Interview
Ability to prioritise workload effectively in a busy environment to meet specified deadlines	Application form Interview	Experience of recruiting and selecting staff	Application form Interview
Proven experience of working within a pressurised environment	Application form Interview	Experience of developing staff	Application form Interview
Ability to meet the travelling requirements of the role	Application form Interview	Experience of developing new services and meeting the current needs of the identified service user group	Application form Interview
Experience of managing budgets	Application form Interview		
Proven experience of managing people	Application form Interview		
Experience of undertaking formal supervision with staff	Application form Interview		