**BOROUGH OF POOLE**

**JOB DESCRIPTION**

**SERVICE UNIT: Adult Social Care Services**

**JOB TITLE: Senior Care Officer**

**REF No: 2911**

**GRADE: Grade H**

**JE REF No: ZPOPGH**

**RESPONSIBLE TO: Registered Manager – Supported Living Service**

**MAIN PURPOSE**

* To assist the Registered Manager with the day to day running of the Supported Living Service
* To maintain an independent quality of life for service users, encouraging individuals to participate in the community as much as possible
* To co-ordinate and monitor care and support provided to service users to ensure that their outcomes/needs are met appropriately within a safe environment and in a person-centred way.
* Ensuring individuals are treated with compassion, dignity and respect and policy, procedures and practice standards of staff are always maintained.
* Communicate effectively with service users, carers, colleagues, and key partners including East Borough Housing Trust Aster

**MAIN RESPONSIBILITIES**

1. To assist in the management of staff, premises, and resources in accordance with policy and procedures.
2. To undertake the formal supervision and appraisal of staff as required, bringing matters to the attention of the registered manager. This will include recruitment, identification of training needs and development, monitoring staff attendance and sickness levels.
3. To assist the registered manager in the provision, development and achievement of the service and any outcomes required by the regulator in partnership with the on-site housing related support provider, this will include developing links with the local community and voluntary organisations.
4. To undertake the assessment, monitoring and reviewing of individual service user’s needs in accordance with policy and procedures, with the involvement of other professionals and families as appropriate, whilst ensuring individuals have the opportunity to maximise choice and control.
5. To ensure compliance with safeguarding policies and procedures and take part as required in case discussions and strategy meetings, and to ensure adult safeguarding protection plans are implemented and actioned.
6. Undertake routine Health and Safety checks; ensure that risk assessments are in place for moving and handling, hazards, service user and staff activity
7. Ensure Mental Capacity and Best interest decisions are upheld and kept in the appropriate place.
8. Accountability for monthly audits of service users Medication, finances, and care practice.
9. Responsibility for the safe administration and ordering of medication for individuals in conjunction with Borough of Poole’s Handling of Medication policy and procedures, and any other national medication guidelines. To act as moving and handling facilitator for the service to ensure best practice is always maintained.
10. To provide personal care to individuals as necessary.
11. To be responsible for the development and supervision of individual and group programmes and activities with service users.
12. To be responsible for different projects and delegated areas of work e.g staffing rotas, care programmes, as determined by the Registered Manager.
13. To take responsibility for day-to-day management of the service in the absence of the registered manager, this will include attending meetings and any other decisions required to ensure safe service delivery.
14. To undertake such other duties as may be required from time to time commensurate with the level of the post.
15. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

Prepared by: Julie Wright Updated: January 2023

**PERSON SPECIFICATION**

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| **ATTRIBUTES & CRITERIA** | **ESSENTIAL/ DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EXPERIENCE**   1. Substantial experience in a health or social care setting 2. Supervision and monitoring staff 3. Day to day management of care services 4. Working with people with learning disabilities 5. Care planning implementation 6. Anti-discriminatory practice 7. Planning and organising activities 8. Recruiting and selecting staff 9. Risk assessment | Essential  Desirable  Desirable  Essential  Essential  Essential  Desirable  Desirable  Essential | Application Form Interview  References |
| **QUALIFICATIONS / TRAINING**   * Diploma Level 5 in health and social care or equivalent experience or relevant qualification * Diploma level 3 in health and social care or equivalent and willing to complete training to level 4 within an agreed period * Minimum level 2 literacy and numeracy qualification or equivalent as covered in NVQ2 and 3 * Accredited medication training | Desirable  Essential  Essential  Essential | Certificates  Certificates  Application form  Interview |
| **APTITUDES /ABILITIES**   * Good organisational skills * Good written and oral communication skills * Assessment and care planning skills * Group work skills * Advocacy * Able to accurately maintain essential records * Able to demonstrate empathy and compassion and build effective trust and relationships with service users | Essential  Essential  Essential  Essential  Desirable  Desirable  Essential  Essential | Application Form  Interview  References |
| **KNOWLEDGE**   1. Awareness of the Care Act 2014 Health and Social Care Act 2008 (Regulated Activities) Regulations 2010 that relate to the service. 2. Knowledge of principles contained within the Community Care Legislation 3. Familiar with use of IT, in particular Word, Excel and Outlook 4. Understanding and experience of Safeguarding Practice 5. Medication administration and management 6. Moving & Handling Practice 7. Risk assessment | Essential  Essential  Desirable  Essential  Essential  Essential | Application Form  Interview |
| **ATTITUDE / MOTIVATION**   * Commitment to delivery of high-quality services and personalised care * Determination to seek continuous improvement in services * Flexibility to adapt to changing circumstances and requirements | Essential  Essential  Essential | Application Form Interview  References |
| **OTHER FACTORS**   1. Enhanced Disclosure and Barring. 2. Flexible approach to working hours to cover a 24-hour service 3. Available to work flexibly up to 37 hours per week, including evenings, bank holidays and weekends 4. Commitment to the achievement of quality standards 5. Commitment to delivery of safeguarding practices 6. Able to travel between BCP sites in an agreed and timely manner | Essential  Essential  Essential  Essential  Essential  Essential | Application Form  Interview  Satisfactory DBS Disclosure |