

Senior Support Worker Duties Checklist (Supported Living) - To qualify for enhanced pay as a Senior Support Worker

Overall expectation of the Senior Support Worker

To have a good understanding and be able to demonstrate your knowledge of the people we support, their needs and the needs of the service.

Be prepared to advocate for people we support, mentor staff, and represent the service and organisation as required.

Per shift, work with fellow Support Workers and Senior Support Workers as part of a team to ensure the safe provision of service to everyone we support and the safety of the staff and visitors in the service.

Working as part of the team, you will act as shift leader as required, and also support other allocated shift leaders where required as part of your role as a Senior Support Worker.

This may include undertaking duties in the table below, but will also mean that you:

- Act as shift leader in the event of a team leader's absence (lead and delegate tasks to staff)
- Support to coordinate the shift, ensure that we have safe numbers of staff and that staff are working with people we support. This may mean arranging keys or individual support if staff attendance or competencies change.
- If you are not the allocated shift lead, you will continue to support and undertake SSW duties to the best of your abilities
- Working in cooperation with fellow SSW, you will monitor the wellbeing of the people we support and assist with any areas of support that are required and any incidents that require management or additional support of a SSW
- Coordinate and communicate relevant information/incidents to staff at handover
- Raise any concerns in a timely and appropriate manner
- Understand the on-call system and ensure other staff are fully aware.

Please remember that this is not an exhaustive list and from time to time a staffing situation, accident/incident or emergency situation may arise where you will need to use your training and skills as a Senior Support Worker to deal with the situation, using the support of on-call and/or advice from another manager.

All Duties to be completed when on shift to qualify for enhancement (good level of competence required)	Date Discussed and Comments	SSW signature	Manager's signature
Competent in IT skills as per checklist and use of emails.			
Complete handover before and after shifts.			
Email handover to Managers after each shift.			
Act as a mentor and role model to new support workers, bank workers and agency staff to provide a reassuring point of contact and act as supervisor whilst on shift.			
Complete a documented Induction checklist for agency and bank workers when new within the service.			
Per shift, check all medication stocks are safe and stored in accordance with the policy.			
<p>Ensure that all health and safety checks are completed per shift, including fire safety checks, first aid boxes and documentation in your service.</p> <p>Where required - ensure that any stocks of PPE or first aid equipment is restocked and any concerns reported.</p> <p>Monitor and report any health and safety or maintenance issues and ensure the staff team are aware of the actions being taken and that it is passed on to the manager at an appropriate time.</p> <p>Report any concerns via BWCare and/or on-call.</p>			

<p>Arrange shift cover for shortfalls and absence, taking into account the needs of the people we support and the service.</p>			
<p>Have knowledge of and competence using BWCare and mentor other staff within this area to ensure accurate recording. Monitor and support any areas of concern and ensure they are raised with the TL/DM.</p>			
<p>Ensure that all BWCare daily diaries are completed for all people we support. Check and confirm that this has been completed via handover and report any concerns via BWCare and/or on-call.</p>			
<p>Ensure all incidents and accident forms are completed and the relevant managers have been cc'd into the form. Where needed, send copies to the on-call manager. Ensure that any service protocols are followed. Check this has been completed via handovers. Report any concerns.</p>			
<p>Check in any ad hoc medication that arrives during the month and needs commencing in order to adhere to personal medical needs, record and store safely.</p>			
<p>Check in monthly medication, record and store safely.</p>			
<p>Complete medication change over for monthly medication and record and report any discrepancies.</p>			
<p>Ensure medication that is no longer required is entered into the return book and sent back to the pharmacy.</p>			
<p>Dispense medication as part of your daily role. Report any concerns via BWCare and/or on-call.</p>			
<p>Ensure that all medication has been administered, Mar sheets and countdowns are completed on shift to all people we support. Check and confirm this has been completed via handovers.</p>			

Report any concerns via BWCare and/or on-call.			
Provide observation support to staff who are not medication trained, have concerns regarding administration of medication or are experiencing difficulties carrying out this task. Report any concerns via BWCare and/or on-call			
Ensure that any medication errors are dealt with according to policy and procedure and reported to the management team on duty or emergency on-call manager.			
Attend medical appointments/reviews for people we support if requested by the manager.			
Ensure that all monies are stored safely, appropriately used and are counted and balanced per shift to all people we support. Ensure that any emergency money left out is signed in and out on folios. Check this has been completed via handovers. Report any concerns via BWCare and/or on-call.			

Confirmed competent by staff member:

Name: _____ Signature: _____ Date: _____

Confirmed competent by Deputy:

Name: _____ Signature: _____ Date: _____

Confirmed competent by Manager:

Name: _____ Signature: _____ Date: _____

Next review date: _____