

# Role description

## Senior Co-worker (employed)

### **Purpose of Job:**

To be responsible for the well being and development of residents.

To be responsible for the day to day running of a household in collaboration with the senior care team.

To take an active interest in issues regarding the whole community.

### **Major Tasks:**

- 1.To be responsible for the safety and welfare of all living and working in the household.
- 2.To uphold and contribute to the social/therapeutic impulse, as part of the Camphill philosophy. To be present and actively participate in the annual festivals.
- 3.To support and supervise the volunteers and employed staff in the household.
- 4.To co-ordinate the daily living arrangements in the household and to ensure that all aspects of the care provided in the household comply with SSSC codes of practice and standards agreed by the Community in accordance with best professional residential care practice.
- 5.To support the senior team with budgeting and other financial decision making.
- 6.As appropriate, to assist residents in the handling of their money.
- 7.To liaise with workshop leaders to ensure that Residents' needs are met within their work environment.
- 8.To identify and ensure that the training needs of volunteers and employed staff in the house are met.
- 9.Any other reasonable duties, as and when required, to meet Tigh a'Chomainn Camphills' needs.
- 10.To participate in training for your own personal and professional development.

### **Activities:**

#### **1 Safety, Welfare and Quality of Life**

1.1 Working with all co-workers to ensure that they uphold the dignity of residents living in the household so that all are enabled to play an active part in the making of day to day decisions.

1.2 Ensuring that matters of health and safety are accorded the highest priority and that all requirements in terms of the law and TAC policy are met.

1.3 Supporting all at Tigh a'Chomainn to be involved in decision making in a meaningful and constructive manner regardless of ability and using appropriate communication tools.

.4 Actively encouraging relationships with others in the wider community, in particular with the relatives and friends of all those living in the household.

1.5 Support and promote the buying of healthy food with a focus on organic and sustainable as described in the TAC Nutrition Policy and provide healthy and balanced meals.

1.6 To be assist in and take the lead as requested by the senior leadership team in the development and implementation of Individual Care Plans and Risk Assessments and to organise 6 monthly Reviews.

## **2 Support and Supervision**

2.1 Supporting and supervising the Co-workers (vocational and employees) in the household and ensuring that their training needs are met, delivering on-the-job training as required.

2.2 Taking part in Diary, Planning meetings and House Co-ordinator meetings

2.3 Take part in regular Supervision sessions.

2.4 Meet with members of the Senior Leadership Team for Annual appraisal and reviews.

## **3 Co-ordination of Daily Living Arrangements**

3.1 Supporting the senior care team in planning in order to ensure that at all times there is sufficient cover in the household to meet the staffing standards agreed by the Care Inspectorate drawing to the attention of the Senior Leadership Team any difficulties which may arise in maintaining staffing levels.

3.2 Ensuring that residents live in a setting which fosters their independence and which they find comfortable and are at ease in, that they receive food which is wholesome, nutritious and to their liking. That they receive help with personal hygiene in privacy and in a manner that upholds their dignity, that they receive help with the purchase of clothing and with dressing as required. That recreational, cultural and spiritual activities are available within the household and that they are actively encouraged to take part in those outside the household, both in the Community and in the locality and that they have the opportunity to share in household tasks and other meaningful work in the community as far as they are able.

3.3 According the health and safety of residents and workers the highest priority at all times

and ensuring that the procedures agreed for ensuring compliance with health and safety legislation and medical requirement, including the administration of medication, are known and adhered to.

3.4 Supporting the safe operation of the premises including running fire drills on a regular basis and other safety procedures as required by law or by the Local Authority.

3.5 Monitoring sensitively the actions of any person who may pose a risk to another and, in consultation with the Senior Leadership Team taking appropriate action in line with Community policy when the need arises.

3.6 Operating efficiently and effectively the policies and procedures which have been agreed by the Community, particularly in relation to care plans and record keeping.

3.7 Supporting good communication with family and friends.

#### **4 Financial Responsibilities**

You may be asked to support co-workers and administration staff to

4.2 Ordering supplies of food, toiletries, cleaning materials and other daily necessities as required.

4.3 Ensuring that residents are assisted, as appropriate, with the administration of their personal allowances.

#### **5 Training and Other Requirements**

5.1 In consultation with the SLT identify training needs, both one's own needs and the needs of the co-worker team in the household, and ensuring that these needs are met.

5.2 Delivering 'in house' training as appropriate.

5.3 Undertaking training if required.

5.4 SSSC registration and relevant SVQ training

5.5 PVG membership (enhanced disclosure required)

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For skilled workers visa:

Role: Senior Co-worker Employed

6146 – Senior Care workers

Brief summary of job description:

To be responsible for the well being and development of residents and to provide direct care and support as required and to co-ordinate such activities to comply with SSSC codes of practice and standards agreed by the Community in accordance with professional residential care practice.

Assist residents managing their money.

To be responsible for the safety and welfare of all living and working in the household and to run that household.

To uphold the ethos and values of the organisation.

To support and supervise volunteers and employed staff.

Provide administrative support as it relates to key tasks of the role and to meet regulatory requirements.

Support the senior team with financial decision making.

Liaise with workshop leaders to ensure that Residents' needs are met within their work environment.

Identify and ensure that the training needs of volunteers and employed staff are met.

Participate in training for personal and professional development.

Gross salary (monthly): 2565 pcm