



Promoting Sustainable and Supportive Community  
in and around West Moors and East Dorset

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# Job Description and Person Specification

## SENIOR SUPPORT WORKER

**Reports To:** Support Coordinator

**Job Purpose:** To support individuals to become participatory co-tenants within the Co-Housing Community, which reflects citizenship values. To provide individualised person centred support that is responsive, safe and focusing on development in people to achieve their potential and a desired outcome of Citizenship. To monitor and regularly review, update and ensure support is legally compliant in line with the ethos of Sturts Community Trust. To report any concerns appropriately. To create a warm, socially sensitive well organised home environment.

### Main Responsibilities:

- To develop and sustain warm and trusting relationships with each Supported Person.
- To work with each Supported Person to develop and implement an appropriate and individual support plan which includes supporting their citizenship.
- To record and monitor Support Plans regularly for effectiveness and are flexible enough to be able to respond to changing needs.
- To contribute to each Supported Person's reviews, through the provision of verbal and written reports and by attending support planning meetings.
- To liaise with each Supported Person's placing agency, to ensure a good working relationship is maintained and work is undertaken within the terms of the Placing Contract.
- To carry out general administrative duties and housing management tasks and services as required
- Ensure all expenditure ie food, household, activities, companions personal funds are recorded and receipted according to policy and procedure practice
- Ensuring menu planning and food purchasing is within the guidelines set by the Co Housing ethos and procedures
- To manage the house, so that it is functioning smoothly and is in good order and has good neighbourhood relationship. Report concerns to Co- Housing manager.
- To enable each Supported Person to become as independent as possible and to grow in confidence, competence and personal effectiveness in management of the following areas - personal care and hygiene, laundry and room, diet, self-organisation, personal safety, using public transport and travelling independently and using community resources and shared facilities. To ensure that they receive all the necessary advice, care and regular health checks to ensure their physical health and well-being and to promote nutrition, relaxation, exercise and a healthy lifestyle.
- Using Active Support to encourage attendance and participation at workshop programmes and social community activities.

- Using active support to encourage and support each Supported Person to express their needs, views and concerns and to enable them to make choices and decisions and to participate as fully as possible in planning and decision making processes.
- Using active support to attend and participate in meetings as required, so that colleagues are appropriately informed and supported to carry out their responsibilities.
- To supervise trainee co-workers achieve their Care Certificate and to carry out their activities, so that they understand the role and how to fulfil it within the ethos of Sturts Community Trust.
- To direct Co-Workers to carry out their activities, so that they understand the role and how to fulfil it within the ethos of Sturts Community Trust.
- Induct all newly appointed co-workers or those new to the household and companions, according to policy and procedures.
- Ensure appropriate use of diary for planning and communication of companion needs in accordance with Sturts Community Trust practice hand book
- Ensure the house file has all relevant information needed and is kept up to date
- To take on the role of Home Co-Ordinator when required, including rotas, creating and updating if needed.

### **Skills/Experience/Qualifications:**

- Experience of working with adults with learning disabilities or other support needs (E)
- A warm, person-centred approach and the ability to positively engage with adults with learning disabilities or other support needs (E)
- Good verbal and written communication skills, with the ability to contribute to a record-keeping system (E)
- Able to work as part of a team (E)
- A common sense approach to problem solving and an ability to respond effectively in emergency situations (E)
- Flexible (E)
- Driving licence and car owner (D)