



Beannachar
South Deeside Road
Banchory-Devenick
Aberdeen
AB12 5YL

office@beannachar.org
01224 869 250
www.beannachar.co.uk

JOB DESCRIPTION

Senior Support Worker

General Role Description:

The Senior Support Worker works alongside and under the guidance of the House Coordinator and Assistant House Coordinator in all aspects of House Management in one of the houses at Beannachar. This is a varied role which includes caring for and working with Young Adults with Learning Disabilities and helping other Co-Workers in the house with their tasks with the students. It also includes participating alongside other Co-Workers and Students in Beannachar Community life and work, and handling some administrative duties for the house under the supervision of the House Coordinator.

Summary of Main Responsibilities: *the Senior Support Worker will...*

- Be jointly responsible, alongside the other members of the House Co-Worker Team, for the safety, well-being and welfare of the residential, day placement, and work placement students in the house.
- Be jointly responsible, alongside the other members of the House Co-Worker Team, for ensuring that all aspects of the care provided to the students complies with agreed and established standards at Beannachar and is in accordance with best professional practice.
- Be familiar with the Policies of Beannachar Camphill Community and work at all times in accordance with these and with best professional practice, paying particular attention to the Health and Safety, Protection of Vulnerable Adults, Fire Safety and Food Hygiene policies.
- Work at all times cooperatively and constructively with the other members of the House Co-Workers Team and with other Co-Workers at Beannachar, ensuring that at all times a social and therapeutic atmosphere is maintained that is open, warm and inviting.
- Attend all relevant and required meetings and contribute according to the needs of the role of Senior Support Worker, the needs of the students in your care, and to further the aims and objectives of Beannachar Camphill Community.
- Attend all relevant in-service trainings as agreed with your supervisor in order to fulfil and develop the role of Senior Support Worker.
- Have a clear understanding of the aims and objectives, ethos and values of Beannachar Camphill Community and be willing and able to articulate to Co-Workers, Parents and Guardians, and other professionals outwith Beannachar.

- Actively support and participate in the Beannachar Camphill Community Social and Cultural life.
- Be flexible and willing at any time to cover for other Co-workers and take on any additional responsibilities, within reason, should the need arise.

Indicative Task Summary: *the Senior Support Worker will...*

- Lead a kitchen/cooking workshop in the house on a regular basis as agreed with the House Coordinator. This involves being responsible for planning, preparing and serving wholesome and balanced meals that meet the dietary requirements of those in the house, using as much as possible fresh and organic whole foods.
- Support students with and/or be directly responsible for carrying out household domestic chores on a daily basis, ensuring that the house environment is at all times clean, tidy and well presented.
- Accompany students to and from gatherings, workshops and outings according to the needs of the students and the requirements of the timetable.
- Occasionally accompany students on off-site trips to town, to appointments and on group outings.
- Be responsible for the safe administration of medicines under the direct supervision of the House Coordinator.
- Assist students in handling personal money and record and account for expenditure in accordance with established practice at Beannachar and the requirements of Financial Guardianship.
- Assist the House Coordinator in handling and recording petty cash expenditure for the house accounts.
- Assist the House Coordinator in the planning, preparation, and distribution of Personal Development Plans for the students and all related documents including Student Profiles, Support Schedules, Emergency sheets, and Work Reports.
- Assist the House Coordinator in maintaining and updating Student Files.
- Attend all meetings relevant to the role of Senior Support Worker inclusive of House Team Meetings, Work Meetings, Annual and Internal Reviews as appropriate and any other meetings which may be necessary to fulfil the role and support the further aims of Beannachar in agreement with the House Coordinator.
- Perform any of tasks and duties within reason which may be necessary from time to time in order to fulfil the role of Senior Support Worker and meet the needs of Beannachar Camphill Community.

The Senior Support Worker:

- Reports to—the House Coordinator
- Is responsible for—Support Workers and Co-workers, particularly in the absence of the House Coordinator or Assistant House Coordinator.

Salary

- 40 hours per week, will include some weekends and evenings
- Salary based on a 40 hour week: £20,800.00
- Holiday Entitlement 32 days per annum – Employees are expected to take annual leave during the two week Christmas closure which is deducted from the annual leave entitlement.