

**The SENAD Group**  
**WINSLOW COURT**  
**Job Description**

**JOB TITLE:** Social Care Practitioner  
**MAIN LOCATION:** Orchard End  
**RESPONSIBLE TO:** Advanced Lead Care Practitioners  
**SUBORDINATES:** None

**MAIN RESPONSIBILITIES:**

To maximise the potential capabilities of all residents – physically, intellectually, emotionally and socially, within a small community setting.

**KEY TASKS:**

- To successfully complete the Care Certificate.
- To support the personalised development of each Resident.
- To respect the dignity and individuality of each Resident and provide the Resident with choices where appropriate.
- To ensure a high standard of personal care for each Resident, including matters of physical well being and personal hygiene.
- To be aware of the emotional needs and aspirations of each Resident and provide opportunities for appropriate emotional expression.
- To accept Key Worker responsibility for individual residents (see over).
- To work on an agreed shift system inclusive of some evenings, weekends and sleep-in duties.
- To action and construct Resident's Individual Programme Plans, keeping notes and records as required.
- To attend staff meetings and seminars and individual support and supervision meetings with Managers.
- To initiate day time activities including training and therapy in conjunction with the daily programme agreed with the Activity and Training Co-ordinators.
- To support other members of the site in their therapeutic/developmental work.
- To undertake any training identified as necessary in order to carry out the role effectively.
- To ensure the safety of Residents at all times.
- To be jointly responsible for the safeguarding of children and vulnerable adults in our care, it is a requirement of this role that you adhere to all relevant safeguarding policies and procedures.
- In conjunction with SENAD's Administration of Medication Policy, to monitor, administer and accurately record all resident medication once appropriately trained.
- In conjunction with the Transport policy, to drive company vehicles as and when required.
- Any other duties reasonably considered by the Management necessary for the safe and successful running of Orchard End.

**You as an employee are required by The Health & Safety at Work Act 1974 to:**

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;
- Cooperate with the Company to ensure compliance with the law;

**And Under the Management of Health and Safety at Work Act 1999 you as an employee are required to:**

- Inform your employer of any work situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.
- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

**Key Worker Responsibilities**

On successful completion of the probationary period, the duty of the "Key Worker" can be assigned to an RSW.

**The Key Worker role within the team:**

Each resident requires a Key Worker who:

- 1) Knows them well
- 2) Knows their history
- 3) Knows their strengths and weaknesses
- 4) Knows their medical needs
- 5) Knows their family structure, and
- 6) Knows the nature of their learning difficulty.

The Key Worker has to focus and co-ordinate the endeavours of the team to provide the Resident's assessed needs in the residential setting.

**Main Tasks include:**

- 1) To improve the quality of life of the key person by ensuring satisfaction of his/her needs.
- 2) To enable the Resident to keep moving forward towards agreed goals.
- 3) To assist the key person to keep contact with family and friends.
- 4) To compile written reports on the key person's development.