

**The SENAD Group
WINSLOW COURT
Job Description**

JOB TITLE: Social Care Practitioner
MAIN LOCATION: Winslow Court
RESPONSIBLE TO: Lead Care Practitioner
SUBORDINATES: None

MAIN RESPONSIBILITIES:

- To maximise the potential capabilities of all residents – physically, intellectually, emotionally, and socially.
- To work in accordance with the general philosophy of care at Winslow Court.

KEY TASKS:

- To successfully complete the Care Certificate.
- To complete at least one sleep-in every three months.
- To support the personalised development of each Resident.
- To respect the dignity and individuality of each Resident.
- To ensure a high standard of personal care for each Resident, including matters of physical well being and personal hygiene.
- Be prepared to provide support and personal care to someone who has contracted an infection or virus such as Noro virus or Covid.
- To be aware of the emotional needs and aspirations of each Resident.
- To undertake Keyworker responsibility for individual residents (see over).
- To work on a rostered shift system inclusive of some evening and weekend work.
- To work within the residential environment providing developmental support to residents.
- To action and construct Residents' Individual Programme Plans and keeping accurate records as required.
- To attend staff meetings and seminars and individual support and supervision meetings with Managers.
- To ensure the safety of the Residents at all times.
- To support other members of the site staff in their therapeutic and developmental work.
- To undertake any training identified as necessary in order to carry out the role effectively.
- You will 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.
- Work within the spirit and intentions of the Equal Opportunities and Equality & Diversity policies and procedures and report any concerns to your line manager immediately.
- Any other duties reasonably considered by management as necessary for the safe and successful running of Winslow Court.
- To assist the resident when using email or Skype or using social networks to help keep in touch with family and friends.

- 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.
- To fully engage with pupils and take part in activities and leisure pursuits, including physical activities such as sports.
- It is your professional responsibility to help protect those in our care and keep yourself and colleagues safe. Where you are required to provide close contact care, support or any level of physical intervention you will be required to wear PPE and take part in regular Coronavirus testing, this is mandatory across our services. In addition, you may be required to care for or support those who may have an illness, infection or virus such as Coronavirus (including asymptomatic cases), it is therefore strongly recommended that you have the Covid-19 vaccine and any required booster jabs where there is no medical or religious reason not to do so.

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.

Keyworker Responsibilities

On successful completion of the probationary period, or at the Residential Care Managers discretion, the duty of 'Keyworker' can be assigned to an RSW.

The Keyworker role within the team:

Each resident requires a Keyworker who:-

- Knows them well; knows their history, strengths, weaknesses, medical needs, family structure, and the nature of their learning difficulty.

The Keyworker has to focus and co-ordinate the endeavours of the team to provide for the pupil's assessed needs in the residential setting.

The Keyworker and the Unit Manager will liaise to determine the development to be addressed over six monthly periods of time. Any resources required to action this development are to be identified by the appropriate provider. Main tasks include:

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

The content and reporting lines will be reviewed regularly and will change over time.