

## Who are we?

Positive Futures is positive about people. We transform peoples' lives every day. We support people who have a learning disability, acquired brain injury and autism.

The bottom line is this: wonderful things can and do happen when people get the right support, at the right time, from the right people.

## What does a Specialist Senior Support Worker do?

Put simply, your job is to:

- provide high quality support to people in the service
- mentor, coach, and act as a strong role model for other staff.

You need a relevant qualification and experience or just have the right experience. Everyone needs to be kind, patient, and have a sense of fun.

## Who will I be supporting?

You can find out more about the person you will be supporting in the attached document: **'Meet Me, Support Me'**.

POSITIVE FUTURES

ACHIEVING DREAMS. TRANSFORMING LIVES.

<b>Job Title</b>	Specialist Senior Support Worker
<b>Reports to</b>	Specialist Service Manager

## Purpose of Role

To provide high quality support to people and to mentor, coach, and act as a strong role model for other staff in order to deliver our Mission. This role includes participation in an on-call rotation outside of regular working hours.

## Main Responsibilities

### The people we support

#### Providing Person Centred Support

- Form a positive relationship with the person being supported, enabling them to communicate their wishes and requirements and enhancing their choice and control, whilst maintaining appropriate professional boundaries with them and their families.
- Provide high quality support at all times to every person we support. This means giving each person the individual support they need, as outlined in the individual's Person-Centred Portfolio and their Behaviour Support Plan, to live the life they want.
- Learn about the person and share that knowledge with others who are also supporting the person.
- Have Co-ordinator (Keyworker) responsibility for people who are supported by the service. This includes involvement in the development, implementation and evaluation of Person-Centred Portfolios (PCPs).
- Have lead responsibility for co-ordinating reviews with the person, their families / carers and any other significant people.
- Ensure any risks that are identified during support of a person are responded to promptly and escalated in line with Positive Futures' Risk Management Policy.
- Assist and encourage people to make decisions based upon informed choices and/or seek support from advocacy services where needed. Support people to understand their responsibilities in relation to decision making and lifestyle choices.
- Ensure all PBS recommendations are implemented and liaise with the PBS Team to promote and support safe and effective Positive Behaviour Support strategies which, where appropriate, are "trauma informed", and outline all aspects of support required to enable people to live their best life possible.

- Support people to keep in touch with important people in their lives (including friends, family, carers, advocates and any other significant people).

### **Supporting people to be safe and healthy**

- Promote and encourage safe and healthy choices in all aspects of the lives of the people we support to help maintain their physical and emotional wellbeing.
- Support the person to communicate their wishes and requirements.
- Support people to look after themselves in all aspects of personal care as needed and/or provide personal care if needed, ensuring that people are treated with dignity and respect at all times.
- Ensure every person we support is protected from harm at all times and report any issue of concern in line with our safeguarding and whistleblowing policies.
- Ensure risks that are identified during support of a person are responded to promptly and escalated in line with Positive Futures' Risk Management Policy.
- Identify and assess risk in relation to people we support and staff applying appropriate controls or mitigating action and escalate/report as required in line with H&S Policy

### **Supporting independence, social and communication skills**

- Support people to use alternative communication systems which enable them to make choices and have control over all aspects of their lives.
- Support people to understand their rights and responsibilities in relation to decision making and lifestyle choices.
- Enable people to participate in, and contribute to, their local community as active citizens (e.g. involvement in social, leisure and community-based activities, engagement in volunteering, training, and work experience opportunities as desired).
- Support people to plan for and go on holiday, going with them if needed.
- Always act as a strong role model for other staff and volunteers in relation to ensuring support promotes the person's independence, self-advocacy, social and communication skills.

### **Coaching, mentoring and supervision of staff and volunteers**

- Always act as a strong role model for other staff and volunteers in relation to the delivery of safe and effective support, including appropriate reporting and escalation of any issues of concern in line with our policies.
- Be involved in the induction, coaching and mentoring of staff.

- Provide mentoring and coaching to staff including with managing behaviour which challenges, in line with stress and coping plans and Positive Behaviour Support Plans.
- Provide support in the use of Person-Centred approaches including the use of person-centred thinking tools, to ensure that the people we support have maximum choice and control and are supported to lead full and valued lives.
- Take responsibility as “Shift Leader” offering advice / guidance and direction to other staff as required.
- Chair and/or actively participate in meetings as required (e.g. team meetings, statutory meetings and meetings with the people we support and their families).
- Positively promote volunteering within the service, be familiar with volunteer processes and encourage volunteers in their role.
- Challenge any poor practice and report any concerns to your line manager.
- Maintain positive professional working relationships with key individuals and agencies.

### Administration and Monitoring

- On call responsibilities are part of this role.
- Accurately and effectively complete audits, ensure that documents and records are maintained and up to date.
- Write short reports and ensure incidents and events are documented.
- Lead handovers and ensure effective communication.
- Be responsible for conducting Health & Safety checks including the escalation and coordination of maintenance and repair work, safe management, and storage of medication etc.

### Personal Professional Practice

- Work in line with Positive Futures’ Mission, Values and Code of Conduct and Practice.
- Maintain up to date registration with the Northern Ireland Social Care Council (NISCC) or other relevant professional body and adhere to their Standard of Conduct and Practice.
- Participate in relevant learning and development courses / activities as required and maintain own mandatory training as required.
- Take part in Person Centred Supervision and performance review with your line manager.
- Be familiar with and adhere to all policies, procedures and guidance, keeping up to date with any changes and/or developments.

- Keep abreast of best practice initiatives / approaches Positive Behaviour Support and participate in relevant training.

## General

- Promote and encourage the involvement of, and engagement with, the people we support to ensure their views and aspirations inform service delivery.
- Constructively challenge and influence current ways of working to drive positive change.
- Understand and respect confidentiality and maintain personal data in line with Positive Futures' policies, procedures, and guidance.
- Carry out your duties and responsibilities in line with relevant health and safety policies and procedures.
- Ensure that risk management processes are complied with, risks are clearly identified, and mitigation actions are taken.
- Represent the organisation both internally and externally as necessary.
- Make effective use of information, communication, and technology (ICT) systems in order to carry out the responsibilities of the post.

The job holder is required to fulfil duties outside of normal working hours and flexibility is therefore essential.

This job profile provides a summary of the core responsibilities of the role; however, the job holder may be required to undertake other duties from time to time as Positive Futures may reasonably require.

## How do I apply for this job?

Complete an application form online stating how you meet the following criteria for this job in the shortlisting section of the application form. We will use this shortlisting section to decide whether to invite you to an interview.

To apply for this role, you **MUST** have:

1. One of the following:
  - a) 4 years' experience in a health or social care setting.  
or
  - b) QCF Level 3 in Health and Social Care (or equivalent\*) **AND** have a minimum of 3 years' experience in a health and social care setting \* *It is the applicant's responsibility to demonstrate how their qualification is equivalent.*  
or
  - c) Psychology Degree **AND** have a minimum of 3 years' experience in a health and social care setting. or
  - d) Psychology Master's Degree **AND** have a minimum of 2 years' experience in a health and social care setting. or
  - e) A professional social work qualification.  
or
  - f) Be a first level registered nurse. or
  - g) Be an allied health professional.
  
2. At least 2 years' experience of working with people with a learning disability OR autism.
  
3. At least 2 years' experience in managing behaviours of concern through the implementation of Positive Behaviour Support.
  
4. Previous experience providing input to developing and implementing person centred support plans (Care Plans).
  
5. Full driving licence or an ability to travel independently to meet the requirements of the post.
  
6. Be registered, or be eligible for registration on appointment, on the appropriate part of the Northern Ireland Social Care Council (NISCC) or other relevant professional body.

To apply for this role, we would also LIKE YOU to have:

- At least 1 year's relevant supervisory experience.
- Knowledge of alternative communication systems (Visuals, PECS, AAC)

*Positive Futures reserves the right to enhance the shortlisting criteria.*

If you meet the shortlisting criteria, you will be invited to attend an interview.

To be successful at interview and ensure the people we support receive the highest quality service, you need to:

- Share our **POSITIVE** values.
- Have the right skills (or competencies) needed for the job.

## Our Values

“Our values” are what underpin everything we do in Positive Futures.

**P**EOPLE FIRST – the people we support will always be our top priority.

**O**PPORTUNITIES – we seek out opportunities to make life better for the people we support through the commitment and dedication of our staff and volunteers.

**S**PEAKING OUT – working in partnership with the people we support, we will champion their rights at every opportunity with decision makers, with government – locally, regionally and nationally – and in the media.

**I****NNOVATION** – we are a learning organisation that is always looking for new, creative and better ways to do things.

**T****ENACIOUS** – we don't give up – if it needs to be done, we believe it can and will be done.

**I****NVOLVEMENT** – the people we support and our staff will always have a say in the running of the organisation and we will celebrate with our partners and stakeholders what we achieve together.

**V****ALUE FOR MONEY** – we deliver life-long results and transform peoples' lives in a cost-effective manner.

**E****XCELLENCE** – we will always aim to be the best we can be in supporting people to achieve their dreams and transform their lives.

### Our Competencies

You need to have the following skills (competencies) to help the people we support to live the life they want.

<b>Competencies for the role</b>	You need to be:
<b>Respectful and Understanding of Others</b>	<ul style="list-style-type: none"> <li>• Kind and work well with others, treating them with respect and dignity.</li> <li>• Understanding of the needs of others.</li> </ul>
<b>Effective Communication</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively with others, verbally and in writing.</li> </ul>
<b>Working with and Developing Others</b>	<ul style="list-style-type: none"> <li>• Able to be an active, positive and cooperative member of the team.</li> <li>• Helpful towards others when they need support.</li> </ul>

<p><b>Results and Quality Focus</b></p>	<ul style="list-style-type: none"> <li>• Able to complete work to a high standard.</li> <li>• Able to seek to maintain and improve how they perform and how others perform.</li> <li>• Focused on the best interests of people we support.</li> </ul>
<p><b>Problem Solving and Decision Making</b></p>	<ul style="list-style-type: none"> <li>• Open minded and able to resolve difficulties.</li> <li>• Able to make good decisions.</li> </ul>
<p><b>Resilient to Change and Challenges</b></p>	<ul style="list-style-type: none"> <li>• Open to change and new developments / initiatives.</li> <li>• Able to adapt well to new and unfamiliar situations.</li> <li>• Resilient and cope well when challenges arise.</li> </ul>

## The people we support and our staff are at the heart of all that we do.

As a valued member of staff, you can avail of our competitive salary and benefits package.



### Pay

Scale 1 - £29,500.00 per annum

Scale 2 - £30,500.00 per annum

Scale 3 - £31,500.00 per annum

Scale 4 - £32,500.00 per annum

Scale 5 - £33,500.00 per annum

Scale 6 - £34,500.00 per annum

Scale 7 - £35,500.00 per annum



The above salary scales are based on full-time hours (37.5 hours per week). Salary for part-time hours will be calculated on a pro rata basis.

Relief Specialist Senior Support Worker - £14.29 per hour

### Holidays

28-33 days paid per holiday year (including designated holidays). You will earn one extra day per year up to 33 days.



### Pension

We offer a contributory pension scheme – we pay 4% for eligible staff alongside your contribution of 5%.



### Employee Benefits

[Click here to view our comprehensive list of benefits.](#)

### Training and Support

You will receive induction, relevant training, and regular 1:1 support meetings with your manager. We also provide opportunities for team development and, when needed, specialist training for teams.

We will support you to develop your career and, complete external and/or accredited training programmes relevant to your role.

