

 The Northam Care Trust	Job Title:	Senior Project Worker, RHCP & Outreach Services
	Reporting to:	Community Projects Manager, RHCP & Outreach Services

JOB DESCRIPTION - KEY RESPONSIBILITIES

Summary of Role

The role of the Senior Project Worker is to assist the Community Projects and support Flexible Project Workers in providing a service that meets the needs of the individuals we support and respects their preferences and choices. This will be achieved through positive teamwork and collaboration. There will be a specific focus on supporting independence for each individual with them fully involved in all decision making in their daily lives.

Providing person centred support in response to each individual's needs and aspirations and helping Flexible Project Workers to do the same requires the post holder to be flexible and responsive to change. As the organisation develops its service continuum of 24/7 support, this role includes the capacity to provide support to individuals through RHCP at Rose Hill, in the community and through Outreach and Enabling support. This role will contribute to the development of 24/7 working alongside the work of the Community Projects Manager.

Main Responsibilities

- To lead on the promotion of individuality, identity, rights, choices, privacy, independence, dignity, respect and partnership through an inclusive approach.
- To lead on the promotion of equal opportunities and challenge prejudice or discrimination and to be aware of safeguarding procedures and policies and make sure that both you and Project Workers put them into practice.
- To lead on the development and implementation of person centred planning with flexible project staff including the regular development of risk assessments and supporting clients and staff in setting aims and objectives leading to outcomes.
- To manage and deliver the day to day support of individuals within the service. This will range from personal care and support to activities and sessions taking place at RH and in local communities.
- To work with the Community Projects Manager and colleagues on activity and session planning where appropriate and ensure that clients attend medical appointments and other appointments in the community.
- To liaise with each individual's family and with Health, Adult Social Care and Education professionals.
- To lead by example and to assist Flexible Project Workers and other colleagues in working to the standards in TNCT's Organisational Excellence-Values and Behaviours Policy.
- To encourage colleagues to adopt an enthusiastic, responsible and inclusive attitude and practice.
- To be present on the floor to support staff with queries and issues as well as addressing any unprofessional or inappropriate behaviours or practice.
- To supervise project staff including relief staff, apprentices and volunteers as agreed with the Community Projects Manager. To make sure that project staff are properly inducted, given clear instruction and appraised.
- To work within the organisations Policies and Procedures.
- To work within legal boundaries and frameworks including Safeguarding and Mental Capacity Act.
- To update all relevant records on a daily basis or as required.

- To develop competence in working with the Trust's electronic systems, such as Sage HR and Nourish systems and assist Flexible Project Workers to do the same.
- To ensure individuals' medication is monitored, stored, disposed of and administered appropriately according to policies and procedures.
- To ensure legal compliance with Health and Safety, Care Practice and Safeguarding procedures.
- To attend monthly management meetings with fellow seniors and the Community Projects Manager.
- To accompany the Community Projects Manager to interview new recruits when required.
- To attend training when required, update your own e-learning via Flourish and to make sure that staff update their own training regularly.
- To support the business in any other reasonable way as requested by management.

The Northam Care Trust will ensure that you are equipped with the necessary skills and knowledge you need to undertake this role. There may be other duties that the Service Manager will delegate that are not specifically covered by this Job Description but are commensurate with the post.

PERSON SPECIFICATION	
Essential Criteria	• Passionate about making a difference in the lives of people with learning disabilities and other client groups. • Excellent written and verbal communication skills. • Good IT skills and numerical ability. • To be willing to undertake required training, sometimes outside normal working hours. • To be willing and able to travel between locations as required. • To be available and willing to undertake flexible working patterns including evenings, weekends, sleep-ins and nights as required as new services develop. • Experience of supporting people and/or of working in a social care or health setting
Desirable Criteria	• Social care qualification or equivalent.