



**Post**

Senior Support Worker/Senior Carer – Mental Health

**RESPONSIBLE/REPORTING TO:**  
REGISTERED MANAGER

**COMPANY SUMMARY**

LHCCGroup has several care homes; 24hr supported living schemes, 9 to 5 shared supported living units and fully independent 1 or 2 bedroom flats with outreach services.

Our services range from the provision of accommodation and intensive care and support in our registered care settings, through less intensively supported living- based accommodation projects, to providing outreach floating support to people in our fully independent flats or third party providers. As service users move to more independent accommodation, we ensure that the transition to independent living is taken in gradual steps which are manageable for the service user whilst providing best value for the sponsoring authority.

LHCC provides dedicated male and female accommodation, specialist care and support services for people with mental health care needs. The people we care for often have complex needs; recovering from alcohol and illicit substances misuse, and/or has a history of involvement with the criminal justice system. Most of our residents will have previously been detained in hospital under the Mental Health Act and some are subject to Home Office/ MOJ restriction orders.

**PURPOSE:**

To support senior members of staff in all aspects of the home management. To assist the Manager with supervision and training of junior staff. To help create and maintain a supportive, secure and homely atmosphere in which clients can achieve maximum independence, freedom and choice where possible.

**MAIN RESPONSIBILITIES:**

- To comply and implement the Home's Health and Safety, COSHH and Environmental Health regulations.
  - Implement & review risks assessments
  - To assist the Registered Nurse/Deputy Manager/Manager with the supervision/organisation of junior staff on a daily basis.
  - To maintain confidentiality on all aspects of care and work within the home.
  - To have a working knowledge of the home's policies and procedures in respect to your job.
  - To assist patients with mental disorders and other mental disorders, and devise/implement/review care plans
  - Provide psycho education to service users
- 
- To assist clients with personal care which includes; using the bath, brushing hair, bed bath or shower, foot and nail care, washing hair, shaving clients, mouth care and denture care, helping

the client use the bedpan, urinal, toilet or commode, preparing for bed, getting out of bed, washing and dressing.

- Helping the client with physical and mental activity, this involves talking to them, taking them out for a walk or trip, reading to them, writing on their behalf, assisting with their hobbies and recreation activities.
- To care for the dying.
- Assist with serving meals and other domestic duties you are qualified to undertake.
- Be on standby to answer emergency bells, greet visitors, answer the telephone and door.
- To provide assistance and support in emergencies to junior staff and seek assistance from senior management if needs be.
- Ensuring care notes and any other form of written report that affects your work are read and kept up to date.
- To be in charge of the shift while on duty
- Take part in staff meetings and internal and external training as required.
- To assist in the dispensing of medication and clinical care to clients authorised and directed by the registered nurse/Manager.
- Key-working clients in the home. Ensuring that all care plans are regularly reviewed
- Taking on specific responsibilities in the home as directed by the deputy manager/ manager
- Assisting in Appraisal and Recruitment
- Assisting service users to apply for benefits, liaising with Job Centres in a view of maximising the income of these clients.
- To support service users in devising CVs, interview techniques and supporting them to attend open days in a view of seeking employment.
- Assisting manager in meeting CQC requirements
- Provide care for people with Mental health support needs who is discharged under the section 117 of the Mental Health Act 1983 (After-care).
- Inducting new staff into the homes procedures and culture
- Act as deputy manager/manager in their absence
- Comply with GSCC Code of Practice, CQC Outcomes and any other relevant regulations
- To co-operate with the implementation of the Equality & Diversity Policy of LHCC Ltd
- To help/support service users' in keeping their room/flat clean and tidy
- To ensure the premises are clean and tidy at all times

## **STAFF**

- To work both individually and as a member of a Multi-Disciplinary Team.
- To attend staff meetings and meetings outside the home if required by the needs of the establishment.
- To undergo appropriate training as available and determined in conjunction with the senior members of staff.
- To be available for supervision as required.
- To work effectively with volunteers and any other members of staff.
- To supervise junior staffs.
- To be available for courses offered through London South Bank University for Continuous Professional Development (CPD)

## **LIASON**

- To assist in ensuring that residents maintain close links with the community through their relatives, friends, volunteers, clubs and other organisations.

## **HEALTH AND SAFETY**

- To be aware of and comply with working practices as laid down under the Health and Safety at Work Act and as applicable to the home procedures.
- To ensure the safety of all personnel in the building, checking of regulations and regular inspection of fire safety equipment.
- To make senior staff aware of any defects in the building, plant or equipment.
- To ensure that any accidents to staff, residents or volunteers are reported in accordance with correct procedures.

## **OTHER**

- To carry out any other reasonable duties as requested by the manager or other designated senior staff.
- This Job Description could be subject to alteration according to changes in legislation and LHCC Ltd operational policies.

Note: In addition to the responsibilities listed above it may be necessary to perform other duties not listed.

## **SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED**

- Level 3 Diploma (RQF) in Adult Care, Health & Social Care or an equivalent qualification is desirable.
- Applicants currently working towards a Level 3 qualification will also be considered.
- Previous supervisory experience in a care setting is desirable.
- Willingness to learn and develop their skills
- Knowledge of CQC Outcomes and its application and GSCC Code of Practice