the Meath epilepsy charity

Job Summary

Senior Support Worker

Location: The Meath Epilepsy Charity
Hours: 76.25 hours per fortnight
Report to: Unit Manager
Contract: Permanent

Overview:

Our residents are at the heart of everything we do at the Meath Epilepsy Charity with person-centered planning we make sure that everyone remains focused on achieving their goals and to maintain their independence as much as possible.

Job Purpose:

To assist in the personal, rehabilitative and social care of residents.

Key Responsibilities Include:

- To fulfill all duties of a Support Worker role, as well as the Senior Support Worker role.
- Assist the manager with the management of the team and organise the team in their absence.
- To supervise and manage support workers and bank staff, including their appraisals, supervisions and induction where appropriate.
- To support other senior staff and assist in the implementation of management decisions.
- To assist support workers with the maintenance of essential documentation.
- Encourage communication to promote an open environment for discussion providing the opportunity for feedback.
- To be available for on-call duties when required.
- To take charge of the home as required. During the “on-call” period be responsible for the smooth running of the Meath, the welfare of the residents, staff and visitors.
- To administer rescue medication and other prescribed “required need” medication.
- To take charge of the Meath in an emergency and if necessary carry out an evacuation of the Meath in case of fire or other major incident.

The duties and responsibilities outlines above do not represent a full list of the tasks the post holder will be expected to perform. Other tasks may be required for the proper performance of the job and any other related tasks.

Experience, Knowledge and Qualifications for this role: To be able to communicate with the General public, trustees, Professional bodies and all other parties on behalf of The Meath both written and verbal, excellent working Knowledge of Word, Excel and other operating systems.

Desirable: Be aware of CQC requirements & hold a relevant Health and Social Care Qualification.

Essential: Take Responsibility/Work well independently as well as part of a team/ Flexible, Reliable and punctual/ Willingness to attend and participate in relevant training to ensure that high operational and safety standards are maintained at all times/ High degree of confidentiality with regard to all at the Meath/Delegate appropriately.