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## Your job

**Job Title: Senior Carer**

**Service: Day Opportunities**

**Grade: 6**

**Reporting to: Establishment Manager**

You will support the Establishment Manager in the development and delivery of excellent day opportunities for people with complex needs. You will be a role model for support workers in delivering high quality, personalised day opportunities that maximise service user's outcomes and quality of life.

You will be responsible for leading teams with the design and deliveries of support programmes to ensure needs are met and outcomes are achieved. You will develop strong and positive relationships with families and carers and work effectively with a range of colleagues and partners.

You will support the Establishment Manager in the development and delivery high-quality day opportunities for people with complex needs, using an asset-based approach in line with Progress with Unity. You will lead by example, supporting staff to provide person-centred support that promotes independence, wellbeing and meaningful outcomes.

You will support the day-to-day running of the service, helping to ensure support is delivered safely, effectively and in a way that builds on people's strengths, skills and aspirations. You will develop positive relationships with families, carers and partners to support a joined-up approach.

You will support staff to understand expectations, maintain standards and deliver consistent, high-quality care in line with Wigan Council values and the 6 Ways of Working.

## **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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## **In this job you will:**

On an ongoing basis:

- Promote a positive, values-led team culture in line with Progress with Unity, supporting staff to feel confident, valued and supported
- Deliver and support activities that promote independence, inclusion and meaningful engagement
- Support the development and delivery of person-centred, asset based support plans
- Provide guidance and day-to-day support to staff, promoting good practice
- Work in partnership with families, carers and professionals to deliver joined-up support
- Maintain high standards in line with statutory requirements, Council policies and Progress with Unity principles
- Ensure the service meets health and safety and CQC requirements
- Support performance management through My Times, observation and feedback where required
- Organise rotas, staffing levels and daily activities to meet people's needs
- In the absence of the Establishment Manager, ensure the effective running of the service by undertaking appropriate tasks and maintaining standards
- Handle information in line with GDPR and data protection requirements.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

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## In this job you will need:

You must be able to demonstrate the following essential requirements:

- A commitment to Progress with Unity principles and an asset-based approach, promoting independence, dignity, choice and control
- Proven experience in Social Care Provision
- Excellent interpersonal skills, with the ability to build positive relationships with service users, families, carers and professionals
- High level of written and oral communication skills
- The ability to liaise with a range of partners and agencies to deliver joined-up support
- The ability to promote and support person-centred, strengths-based practice in day-to-day work
- The ability to organise and undertake a range of administrative and financial duties
- Level 3 qualification in social care, or willingness to undertake within 12 months following appointment, or equivalent relevant experience
- Basic IT skills in order to meet the needs of the service
- The ability to produce and maintain effective and accurate support plans in a timely manner
- Hold a valid UK driving licence or have the ability to demonstrate effective use of own or public transport to travel as required

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## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

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| <b>Be Positive</b>    | “ Take pride in all that you do and support and develop yourself and others. ”           |
| <b>Be Accountable</b> | “ Be responsible for making things better, enabling change and supporting improvement. ” |
| <b>Be Courageous</b>  | “ Be open to doing things differently and working collaboratively with others. ”         |
| <b>Be Kind</b>        | “ Be helpful, generous and thoughtful towards yourself and others. ”                     |