

Your job

Job Title: Senior Support Worker

Service: Day Opportunities

Grade: G6

Reporting to: Senior Support worker / Establishment Manager

You will support the Establishment Manager in the development and delivery of excellent day opportunities for people with complex needs, learning disabilities and or autism, supporting the team to realise customers goals achievements in a service that is customer focused and maximises customers outcomes in a person-centred environment.

You will be responsible for leading teams with design and delivery of support programmes via Dom Portal systems to ensure customers' needs are met and outcomes achieved develop positive relationships with parents, carers and work effectively with other colleagues and partners.

You will assist the Establishment manager in setting work objectives and standards for the team, translating well defined overall objectives into clear detailed activities for individuals and monitoring the effective performance of staff delivering against these, incorporating Progress in unity and the six ways of working stagiaries.

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.

In this job you will:

On an on-going basis you will:

- In the absence of the Establishment manager ensure the effective functioning of the centre is maintained by undertaking appropriate tasks.
- You will support the Establishment Manager in the development and delivery of excellent day opportunities for people with complex needs, learning disabilities and or autism, supporting the team to realise customers goals achievements in a service that is customer focused and maximises customers outcomes in a person-centred environment
- Organise the day-to-day service, including rotas and staffing levels, activities.
- Develop and deliver innovative activities to meet customers' needs and aspirations.
- Contribute to effective performance and financial management
- Provide support and guidance to the team, customers parents and carers.
- Promote and maintain a quality service in line with statutory requirements and council guidelines and ensure that all staff are familiar with and adhere to these requirements and guidelines.
- Effectively performance manage a team using effective management tools
- Complete all mandatory training and job specific training to support your development to support the customers and team.
- You will be responsible for leading teams with design and delivery of support programmes via electronic systems to ensure customers' needs are met and outcomes achieved develop positive relationships with parents, carers and work effectively with other colleagues and partners.
- The Council is committed to complying with the European General Data Protection Regulations (GDPR) 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.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Proven experience in the field of Social Care Provision
- The ability to be organised and undertake a range of admin duties and financial duties
- Level 3 Social care qualification or willingness to work toward with in the first 12 months following appointment or equivalent level of experience.
- The ability to promote independence, dignity, choice and control using person centred approach
- Excellent interpersonal skills and IT skills
- Good level of communication skills, written and oral skills.
- The ability to maintain effective and accurate support plans in a timely manner.

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.

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