

JOB TITLE:	Senior Rehabilitation Assistant
LOCATION:	Swanborough House, Brighton
REPORTS TO:	Deputy Home Manager
Direct Reports:	Rehabilitation Assistants (RA's)

Purpose of the Job:

Reporting to the Deputy Home Manager, you will assist in maintaining the highest standard of personalised care and support, supervising the performance of staff in the home and promoting the good reputation of Swanborough House.

Main Responsibilities:

- In your role as a Senior Rehabilitation Assistant, you will ensure that your team maintains the highest standards of care, support, and rehabilitation by leading the shift effectively and proactively.
- You will maintain the safety of service users, in accordance with national legislation and local policy.
- You will maintain confidentiality in accordance with national legislation and local policy, including GDPR/Data Protection protocols.
- You will supervise team members to ensure continuity of care and adherence to plans and rehabilitation interventions.
- You will take responsibility for staff allocation to service users.
- You will manage shift rotas to ensure sufficient and safe cover is provided at all times.
- When completing your daily staff allocations, you will enable time for e-learning completion (and any other required training) for all staff.
- You will complete daily administrative tasks, not exclusive to handover notes, resident of the day and Datix.
- You will adhere to all Renovo standards, policies and procedures at all times, and will make sure that your staff are trained and supervised to adhere to these too.
- You will be a role model for staff by demonstrating best practice in service provision.
- You will guide, develop and support team members to make sure they are delivering the best possible service, placing service users at the heart of everything we do.
- You will build your own knowledge and expertise of all aspects of service provision in order to act as the first point of contact for RA's who need assistance.
- You will support the Deputy Manager in the day to day running of the home by being proactive in resolving any issues/challenges relating to service delivery, and being positive when asked to help.
- You will take charge of the Home in the absence of the Registered Home Manager and Deputy Home Manager, to ensure its smooth running and that standards of care are maintained.

Main Responsibilities:

- You will conduct 6 weekly RA supervisions and maintain good records of the observations and the feedback that was given.
- You will conduct regular 1:1's with staff to provide goals and objectives and monitor progress - giving positive feedback and developmental feedback when required.
- You will participate in the keyworker programme to ensure consistent delivery of care, support, and rehabilitation.
- You will assess, plan, implement and evaluate programmes of support for service users, and ensure that care delivery is in accordance with individual service user care plans.
- You will continuously assess and monitor the level of support required by service users.
- You will develop and engage in therapeutic relationships with service users, relatives and staff whilst maintaining professional boundaries.
- You will assist staff to manage behaviours that challenge and support residents presenting with particular vulnerabilities.
- You will behave in a manner that upholds the reputation of the organisation and the profession.
- You will seek and take on board feedback about your own behavior and how this can impact positively or negatively on fellow team members, service users and the smooth running of the home.
- You will undertake relevant training in order to provide safe and effective care and rehabilitation - including all mandatory training required by the group.
- You will be a trained First Aider.
- You will complete first aid audits and restock the first aid kits, as indicated.
- You will undertake relevant training in leadership and management skills, in order to deliver best practice in the management of your team.
- You will administer and manage drugs and medicines as per Renovo's policies and procedures for Medicine Management and Care Quality Commission guidelines.
- You will conduct medication audits as requested by DHM and HM.
- You will undertake direct care, as necessary.
- You will supervise the service of food and drinks to service users.
- You will use local on-call procedures in the event of situations in the home that may arise when necessary.
- You will be aware of and promote awareness of service user vulnerability and the vulnerable adult procedures.
- You will maintain knowledge of governing body requirements and regulation reporting.
- You will remain updated and professionally competent with evidence-based best practice, identifying individual training needs to the Registered Home Manager / Deputy Home Manager.
- You will remain updated with knowledge of the application of the Care Standards Act and legislation applicable to the organisation - including the Human Rights Act and the implications for individual practice.
- You will take responsibility for financial transactions, ensuring documentation, budgets and receipts are provided in line with Renovo policies and procedures.
- You will have worked as an RA (or equivalent) for a minimum of 2 years.