

Jemini Response.

Jemini Place
Ersham Road,
Hailsham BN27 3PN
Tel: 01323 847266

17 & 41 Jerome Close,
Eastbourne
BN23 7QY
Tel: 01323 765030

52, Summerheath Road,
Hailsham,
BN27 3DR
Tel: 01323 847835

OUTLINE OF JOB DESCRIPTION

JOB TITLE:	TIER 4 KEY WORKER
LOCATION:	As per contract
JEMINI LOCATIONS:	52 Summerheath Road, Hailsham, BN27 3DR Jemini Place, Ersham Road, BN27 3PN 17 Jerome Close, Eastbourne BN23 7QY 41 Jerome Close, Eastbourne BN23 7QY
MAIN PURPOSES OF THE JOB	Responsible for providing flexible support to residents with autism spectrum disorder (ASD), Learning Disabilities and Co morbidities. This role involves various tasks such as assisting with daily activities, promoting individual care plans, supporting residents' wellbeing, and ensuring their participation in leisure and recreational activities.
KEY TASKS	<p><u>SUPPORT</u> Provide a high standard of service within the statutory requirements and Jemini Response's policies and procedures concerning residents, their families, and employees.</p> <p><u>BUILD RELATIONSHIPS</u> Establish and, maintain trusting and supportive relationships with the residents and their families</p> <p><u>PERSONALISED SUPPORT</u> Provide support based on the specific needs, preferences, and circumstances for the resident they are responsible for.</p> <p><u>MONITOR AND REPORTING</u> Observing, reporting and recording on the progress of behaviour and development of residents.</p> <p><u>MEDICATION ADMINISTRATION</u> Safely administering medication to the residents, following the correct policies and procedures to ensure compliance with medical guidelines.</p> <p><u>MEDICATION ORDERING</u> Ordering and managing of medication supplies, ensuring there is sufficient stock of required medications, and they are stored correctly.</p> <p><u>COMMUNICATION</u></p>

	<p>Act as a main point of contact between the residents and other staff, family members, professionals ensuring communication is effective.</p> <p><u>LEADERSHIP AND ROLE MODELLING</u> To assist in meeting all standards as required by the registering authorities. Assist in liaising with Social Workers, Health care professionals, and ensuring all appointments are kept and necessary meetings are attended in the absence of the manager and assist in appropriate contact with resident's families and appropriate individuals.</p> <p><u>PLANNING AND COORDINATION</u> Develop and implement care plans, ensuring they are followed and adjusted when needed to meet changing needs</p> <p><u>ADVOCACY</u> Advocate in behalf of the residents, ensuring their voices are heard and their rights are respected.</p> <p><u>SAFEGUARDING</u> Ensuring the safety and wellbeing of the residents is recognised and respond to any signs of abuse or neglect</p> <p><u>EMOTIONAL SUPPORT</u> Provide emotional support to the residents</p> <p><u>PRACTICAL ASSISTANCE</u> Offer practical support with day-to-day tasks sch as personal care, activities, accessing outside services.</p> <p><u>PROFESSIONAL DEVELOPMENT</u> Continuously develop your own skills and knowledge through training.</p>
<p>KEY RESULTS/OBJECTIVES</p>	<ol style="list-style-type: none"> 1. Provide Direct Support and Care 2. Develop individual care plans 3. Facilitate communication 4. Promote independence and Empowerment 5. Monitor progress and well-being 6. Advocate for residents 7. Coordinate with other services 8. Maintain professional development 9. Ensure compliance with policies and procedures
<p>RESPONSIBLE FOR STAFF/DUTIES</p>	<p><u>STAFF MANAGEMENT AND SUPERVISION</u> Oversee daily running and ensure staff are performing duties correctly Provide support and guidance to staff addressing any issues or concerns that arise.</p>

	<p><u>HEALTH AND SAFETY</u> Ensure all staff adhere to health and safety procedures and regulations. Address any health and safety concerns immediately.</p> <p><u>COMMUNICATION</u> Maintain clear and open communication channels with staff. Communicate with other homes to ensure smooth operations. Address any conflicts or issues that arise within the team promptly and effectively.</p> <p><u>COMPLIANCE</u> Ensure all staff comply with Jemini Response’s policies and regulatory requirements Maintain accurate records of staff attendance.</p>
REPORTING TO	Home Manager/Registered Manager

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

