



JOB DESCRIPTION

JOB TITLE: Senior Buddy

LOCATION: Various locations in and around the Surrey area

RESPONSIBLE TO: Deputy halow care Services Manager or Lead Buddy

OUR MISSION:

“Nurturing and enabling independence for young people with a disability.” To support each other and work as part of the team, respecting every individual’s gifts, skills and qualities, and the unique talents they bring to halow.

ROLE PURPOSE:

To provide person-centred support to young people with a learning disability within a supported living environment and the community. Supporting the Lead Buddies and the Management team to ensure the smooth running of the supported living houses; providing a point of contact for the young people and their families as appropriate.

MAIN ROLE RESPONSIBILITIES AND TASKS:

To be an ambassador for halow including:

- Demonstrating commitment to the Organisation’s mission statement
- Leading by example and demonstrating through both actions and words a positive approach to colleagues, our young people and stakeholders alike (which can include liaising with parents, care practitioners, GPs amongst others)
- To champion and demonstrate working practices and ethics in line with **halow’s** values and behaviours
- To promote inclusion and diversity by respecting and supporting the young person’s rights in relation to their gender, age, disability, sexual orientation, race, religion or other life choice or circumstance

To ensure safe, compliant and high quality service by:

Safeguarding

- Recording and reporting actual or potential safeguarding matters to the Safeguarding Officer
- Helping to keep full records of safeguarding matters
- Attending legislative updates and training as required

CQC Compliance

- Have knowledge of Care Quality Commission regulations

- Supporting the **halow care** Registered Manager, Deputy Manager and Lead buddies to ensure compliance
- Attending training as require to ensure up to date knowledge of CQC requirements
- Assisting with supporting inspection preparation and liaison around inspections

Quality

- To understand and engage with **halow's** quality assurance commitments under the direction of the **halow care** Services Manager, Deputy Manager and Lead Buddies as appropriate
- To ensure good record keeping
- To ensure good communications with all stakeholders
- To carry out monitoring tasks where requested/appropriate
- Any other requirements as identified by the organisation in its quality drive as appropriate

To ensure the smooth running of daily operations including:

- Monitoring the day-to-day operations of the supported living house/s you are responsible for, including ensuring that the houses are adequately sanitised and stocked with PPE and cleaning products.
- Ensuring all household tasks and personal care is undertaken when required and in accordance with individual care plans.
- To engage with any other tasks as requested by the lead buddy or management team, for example chair and minute house meetings with young people and update house and young people's files as required

To provide the best service to our young people by:

- Ensuring a safe, caring, responsive, effective and well led service – compliant with CQC regulations and legislation – with **halow** Values at the heart of everything we do
- 1:1 personalised support to our young people with all aspects of their personal, domestic, social, behavioural and psychological needs.
- Undertaking duties in accordance with the young person's support plan and following procedures and protocols
- Ensuring consistent support of each young person to work towards their identified personal goals
- Flagging up any concerns that you may have relating to a young person/s to the appropriate personnel
- Ensuring that young people's support assessments and individual profiles are kept up to date and relevant
- Where appropriate and requested to by the lead buddy or management team; liaising with Care Practitioners and families around Support Assessments and regular Review for young people
- Carry out regular risk assessments and identify the need for any enhanced measures needed to ensure the welfare of our young people and their Buddies

To fulfil the administrative elements of the post by:

- Keeping clear, accurate and up-to-date records relating to young people, including risk assessments and incidents
- Keeping accurate records which reflect young people's involvement and outcomes
- Recording and reporting any incidents or accidents that may occur in a timely manner

To take responsibility for own learning:

- Attending a full role induction
- Participation in staff in-house training, as required.
- Working with line manager to develop a professional development plan and identify any gaps in knowledge and further development needs
- Actively participate in supervision and appraisal processes, focussing on self-reflection

To fulfil any other responsibilities of the post including:

- Demonstrating commitment to halow's mission statement and aims
- Adhering to the Organisation's internal policies and procedures
- Ensuring awareness of your legislative obligations and to adhere to these at all times

- Working with the Data Protection Officer to ensure all data processed in the pursuit of the role adheres to the General Data Protection Regulations.
- Attending internal or external meetings as required
- Any other duties which may reasonably be required of the post
- Willingness to work flexibly as required

*This is a description of the job as it is presently constituted. It is the practice of **halow** to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the Organisation's aim to reach agreement on changes, but if agreement is not possible, the Organisation reserves the right to insist on changes to your job description, after consultation with you.*

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Experience	<ul style="list-style-type: none"> ▪ Demonstrable experience of working in a health and social care environment ▪ Demonstrable experience of working to deadlines ▪ Demonstrable experience of administration ▪ Demonstrable experience of working with people with a learning disability ▪ Demonstrable experience of carrying out risk assessments <p>Demonstrable experience of working within standards set out by the CQC</p>	
Qualifications and Knowledge	<ul style="list-style-type: none"> • Demonstrates an understanding of learning disabilities • Willingness to develop existing skills and experience, and to undertake further training as required • Ability to peer mentor new recruits, ensuring they are fully inducted into the role and providing written observations as required • An understanding of equal opportunities, respect, individuality and promoting independence • An understanding of Health & Safety and risk assessments • Proficient in the Microsoft Office suite including Word, Excel, Outlook and PowerPoint 	<ul style="list-style-type: none"> • NVQ or Diploma in Health and Social Care or other relevant qualification
Skills and Personal Attributes	<ul style="list-style-type: none"> • Excellent verbal communication and written skills with experience of communicating with people of all abilities.. • Trustworthy, Honest, reliable and punctual • Respectful, encouraging and positive in all aspects of the role. • Excellent organisational skills • Ability to maintain confidentiality, demonstrate problem solving skills and the ability to cope under pressure • Ability to treat colleagues, young people and supporters or halow with empathy and understanding when necessary • Exhibits role model behaviour at all times • A team player who is just as capable when alone working • Demonstrates a commitment to halow and is an advocate of the great work that the Organisation does 	
Other	<ul style="list-style-type: none"> • A driving licence and access to a vehicle which can be used for business purposes with valid business insurance/cover • A willingness to transport young people under halow's care 	

	<ul style="list-style-type: none">• A willingness to work flexibly• A willingness to undergo a DBS check in order to work for halow	
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