

JOB DESCRIPTION

ASPIRE COMMUNITY BENEFIT SOCIETY LIMITED

POST TITLE Supported Living Team Leader

POST(S) TO WHICH DIRECTLY RESPONSIBLE Supported Living Registered Manager

POSTS(S) FOR WHICH DIRECTLY RESPONSIBLE Senior Support Workers and Support Workers

PURPOSE OF THE JOB

To play a positive role in the local management team and provide a frontline management role to staff and to provide a package of support & social care to the people we support encouraging well-being and integration into the local community. To positively contribute to the future of Aspire.

RESPONSIBILITIES

To be responsible to the Registered Manager and provide formal and informal supervision and appraisal of staff and their allocation of work.

To undertake relevant audits and competency assessments with staff.

Modelling desired behaviours of good support, encouraging and coaching staff teams.

To facilitate and participate in the training of staff and the induction of new starters and agency workers.

To deputise in the absence of the Registered Manager with support from a Senior Area Manager.

To support the Registered Manager to manage the service within an agreed budget.

To support the Registered Manager with an accurate and agreed model of staff in relation to rota management.

To attend and participate in meetings, training and supervision as required.

To support the Registered Manager in preparing for formal meetings that may involve the collation of data relating to customers or staff.

To work 25% of your week offering support to customers and modelling good practice, and the remaining time will be spent in a Team Leader capacity supporting the Registered Manager to operate a seamless service.

To work flexibly as part of a team.

To support individuals when taking medication as specified in the support plan and ensure the maintenance of all necessary records are up to date and accurate.

To undertake and oversee support plans and person centred risk assessments and to ensure that these are adhered to in order to promote independence in a safe environment.

To take an active role and involve the people we support in the ongoing service development of learning disability services and facilitate advocacy.

To ensure the people we support receive social and personal care utilising a person centred approach to enable the people to maximise their independence.

To ensure that high standards of personal care are maintained and where necessary support individuals with aspects of personal care.

To support individuals to undertake practical, domestic and budgeting tasks to maintain their tenancy and promote independence as identified in their support plan, e.g. shopping, cleaning, payment of bills, home security etc.

To support individuals to liaise with housing providers where necessary.

To ensure the safeguarding of individuals is monitored and reported, provide emotional support and recognise and respond to signs of abuse or neglect, and ensure the appropriate procedures are applied in relation to safeguarding.

To respect the confidential nature of the work and ensure that individuals and carers are aware of Aspire's policies relating to access to files and to work within the appropriate information sharing protocol.

To facilitate individuals and groups on outings, trips and customer holidays ensuring that policies are followed.

To accurately complete all necessary documentation, records and reports as necessary including Attendance Management Return to Work Interviews as determined by Aspire's procedures.

Adherence to the Skills for Care Code of Conduct, Code of Practice, Aspire's Code of Conduct on Confidentiality and the Data Protection Act 1998.

To liaise and communicate with relatives, carers, neighbours, neighbourhood schemes, professional and other agencies.

To actively respect and take into account all cultural, religious, personal and social needs.

To carry out sleep-in duties as required and work on a 24/7 rota basis as directed by the Registered Manager. To comply with the requirements of all Aspire's policies, procedures and staff directives, including responsibilities under Health and Safety Policy and Procedures.

To actively promote and support Aspire's Policies on Equality & Diversity and to work in an anti-oppressive manner.

To work on city wide patch on a rota basis, providing advice and supervisory cover across the service as an out of hours service. This includes sleep-in duties at a location directed by Senior Area Manager.

To undertake any other duties appropriate to the post.

RELATIONSHIPS

The post holder will work as part of the management team maintaining a close working relationship with staff, the people we support, carers, colleagues and professional agencies, in partnership with the people we support taking account of confidentiality, including data protection.

PHYSICAL CONDITIONS

The post holder will be community based providing the service across Leeds. Aspire operates a non-smoking policy; however, the post holder will have to visit individual's homes where other people may smoke.

SOCIAL CONDITIONS

The Service is available 24 hours per day, 7 days per week, 365 days per year. Standard hours are 37 per week worked on a flexible variable rota basis which includes weekends, evenings, sleep in duties, on call duties, patch duties and bank holiday working. Flexible ways of working will be required and an ability to accommodate different lifestyles, goals and aspirations of individuals.

PROSPECTS

Promotion

Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within Aspire which potentially provide the opportunity for career progression.

Any subsequent vacancies will be filled in compliance with agreed Aspire procedures.

Training

Aspire has a positive commitment to the training and development of employees in all areas of its activities.

Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

QUALIFICATIONS

It is essential that you hold QCF in Health and Social Care or its predecessor at Level 3. If you do not hold a relevant QCF you must be willing to undertake the QCF Level 3 within six months of commencement in this post. Employees working with people who have a learning disability will also need to hold or to complete the Induction in Supporting People with a Learning Disability within 12 weeks of commencement in the post.

SPECIAL CONDITIONS

This post is subject to a higher level check with the DBS. In discharging its social services function under the Local Authority Social Services Act 1970, Aspire is covered by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and any applicant is obliged to disclose ALL convictions and cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.

Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Description Prepared / Reviewed:

Chief Executive/ Operations Director

Person Specification

Detailed below are the types of skills, experience and knowledge, which are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under “Desirable Requirements” are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

ESSENTIAL REQUIREMENTS

SKILLS

Ability to communicate, orally and in writing, sensitive information effectively, accurately and concisely between various stakeholders.

Ability to work with a variety of electronic communications and technology.

Ability to promote and work in a supportive and enabling manner that focuses on supporting individuals to achieve their goals.

Ability to use a person centred approach and undertake and monitor support plans.

Ability to promote, support and enable the people we support to maintain their tenancy and make choices about their lives.

Ability to support individuals with interpersonal skills when they meet and interact with other people.

Ability to manage challenging situations appropriately and make decisions.

Ability to show empathy and patience when supporting individuals.

Ability to supervise staff on a daily basis and undertake both formal and informal supervision and appraisal. This will include, but not be limited to, testing the competency of staff.

Ability to undertake Return to Work Interviews with staff in accordance with Aspire’s Attendance Management Policy.

Ability to work with and take into account the needs of individuals from diverse, multi-cultural and ethnic backgrounds.

Ability to make decisions and work flexibly as part of a team.

Ability to undertake some moving, bending and stretching.

KNOWLEDGE

Demonstrate an understanding of the importance of confidentiality and the needs and wishes of the individuals we support as appropriate. Demonstrate an awareness of the needs and safeguarding issues associated with vulnerable adults, especially those who have a learning disability. Demonstrate an understanding of diversity issues within local communities. Employees working with people who have a learning disability will also need to hold or to complete the Induction in Supporting People with a Learning Disability within 12 weeks of commencement in the post. Employees working with people that have a learning disability must hold a QCF in Health and Social Care or its predecessor at Level 3 or if you do not hold a relevant QCF you must be willing to undertake the QCF Level 3 within six months of commencement in this post.
EXPERIENCE Of working with people in a social care setting. Of front line supervision of staff Of working as part of a team. Of implementing person centred approaches. Of communicating with individuals using a variety of methods including non-verbal and visual communication.
BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS Ability to understand and observe the Aspire's Equality & Diversity Policy. To carry out all duties having regard to an employee's responsibility under Aspire's Health & Safety Policies. Willingness to actively participate in training and development activities to ensure up to date knowledge and skills.
DESIRABLE REQUIREMENTS
SKILLS Ability to drive.
KNOWLEDGE An understanding of Aspire, its function and organisation. Of current policies and trends in relation to people with a learning disability and associated legislation. The requirements of CQC Local knowledge of Leeds. Of the social model of disability. Of Health and Safety at work policies.

EXPERIENCE

Of providing support for people who live independently in the community.

BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS

Knowledge of the problems of disadvantaged groups.