

Job Description - Support Team Leader - SLS

Job Title:

Support Team Leader – Supported Living

Main Purpose Of The Post:

To: Work alongside and lead a team of staff to provide support and care to one young woman who has learning disabilities with the aim of promoting maximum independence, responsibility and control over her own life.

The Support Team Leader will lead a team who contribute to the development of the person supported and explore positive opportunities to access the community. Working as a member of the management team, you will develop appropriate individual programmes to meet plans of the service user.

Relationships:

- **Responsible to:** SLS Managers, Disability Service Manager
- **Liaison with:** Colleagues, Assistant Managers, Managers, Service Users

Main Tasks Of Job:

- Ensure that services offered by the Learning Disability Services enable people to enjoy a high quality of life either in their own home and the community.
- Take a lead role in co-ordinating day to day tasks and allocation of activities
- Ensure finance, medication and compliance checks are undertaken as required
- Promote pride, individuality and a welcoming atmosphere within the individual's home
- Contribute to the maintenance of the health and wellbeing of the individual through the delivery of appropriate programmes of care and support
- Maintain and promote a positive environment by developing professional working relationships
- Work within the principles of Rights, Independence, Choice and Inclusion
- Support individuals to access agreed programmes as directed by their personal plans
- Ensure accessible recording of individuals activities and personal development
- Assist with their personal care needs and contribute to regular health care assessments
- Contribute to the development of a person-centred service for individuals benefiting from the service
- Work closely with family, carers and other professionals to meet the needs of individuals
- Advocate alongside the person to promote their views and ensure that those views are acted upon through collective planning with other appropriate people
- Promote positive practice of Safeguarding, Health & Safety and Mental Capacity within the workplace
- Maintain accurate and up to date records as required and assist in the monitoring and evaluating of the individuals' service provision and plans
- Participate in supervision with your line manager
- Participate in staff meetings and training programmes for the service in particular and with the charity in general
- Abide by the policies and procedures of the charity

- To work within the parameters of the Charity's policies and procedures

The above is not an exhaustive list of duties and you will be expected to perform different tasks as required by your role and the overall objectives of the charity.

Job description approved by: Susan Swarbrick (CEO) **Date:** October 2024

PERSON SPECIFICATION

(To be read in conjunction with the Job Description)

POST

Support Team Leader - SLS

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications/Attainments	<ul style="list-style-type: none"> • Full current Driving Licence 	<ul style="list-style-type: none"> • Qualifications in working with people with learning disabilities e.g. QCF Level 3 in Care • First Aid certificate
Relevant Experience	<ul style="list-style-type: none"> • Working with people with learning disabilities in one to one or group work situations • Working with carers and parents in home settings • Working with adults who have complex health needs • Supporting people with their personal care with dignity & respect • Relevant experience of working with people in need 	<ul style="list-style-type: none"> • Conducting assessment of strengths/needs with service users • Supporting people with learning disability to effectively communicate
Special Attributes	<ul style="list-style-type: none"> • Understanding of safeguarding vulnerable adults • Understanding of confidentiality • An understanding of the importance of empowering people and enabling their decision making • Appreciate person-centred approaches to working with disabled people • Appreciate the rights of disabled people to enjoy an inclusive environment within a social/rights model of disability • Able to work using own initiative & unsupervised in the community • Communicate effectively, verbally and in writing using methods appropriate to service users • Be in sympathy with the Vision, Mission and Values Statement and the ethos of the Service • Willingness to work flexible hours, including weekends, evenings, shifts/rota, where this is to the benefit of the 	<ul style="list-style-type: none"> • Ability to work in an empowering style • Ability to keep good time and manage own time effectively • Record keeping and report writing • Ability to adhere to appropriate risk assessments • Moving & handling skills

	<p>Service User and within other Caritas Care teams when requested</p> <ul style="list-style-type: none"> • Commitment to equal opportunities • Positive attitude to people with disabilities • Willingness to undertake training, e.g. QCF (formerly NVQ) Level 3 or equivalent • Willingness to undertake training to administer procedures and medication necessary to meet individual health needs • Appreciate the principles of self-help and user involvement • Respect for the different cultures and beliefs of others • Positive approach to working in partnership with parents & carers and work within the principles set out in 'Valuing People Now' • Be able to communicate and relate positively to carers, providers managers and other professionals • Willingness to consent to a Disclosure & Barring Service check • Willingness to handle large wheelchairs where used by some service users 	
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Person Specification approved by: Susan Swarbrick (CEO) **Date:** October 2024
