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**Supported Living Manager - Job Description August 2020**

**Tiphereth as a Community**

Tiphereth Camphill in Edinburgh, is a community that supports adults with learning disabilities and Autism to live, work and grow together. Tiphereth is home to 50 people, who live in a blend of family homes and their own tenancies. We work together across a range of social enterprises and day service workshops with a focus on providing meaningful work activity and skill development.

**Tiphereth Supported Living**

Tiphereth launched its Supported Living Service in 2018 and provides a blend of single and shared tenancies that are rented by our members. With support provided on an individual basis based on the person-centred requirements and needs of the tenant. The service is provided across two sites, located within Tiphereth and the village of Colinton.

**Our Guiding Mission Statement**

* We are Tiphereth Camphill, a vocational community that values each person equally.
* We aspire to live a life full of meaning, work associatively and grow together based on a rich cultural and spiritual foundation.
* We strengthen and nurture our common purpose and individual potential through authentic relationships and shared life experiences**.**

**Purpose of the Post**

The Supported Living Manager will have direct responsibility for the Supported Living Service, supported by two Team leaders who provide on ground support to the staff team supporting our members. The post holder will carry a leadership role in developing and maintaining high standards of care, support, and reflective practice within the staff team. Ensure that there is adequate staffing and that that staff are registered trained and compliant in their practice. Provide adequate support and supervision to the Team Leaders and other members of the team. Oversee inclusive person-centred support planning and member and family consultation, as well as the registration of the service with the Care Inspectorate.

The leadership role will extend to the wider Tiphereth Community, through representation and contribution to the Tiphereth Management Group and Community College. the

**Key Responsibilities**

* To ensure that the Supported Living Service is delivered in line with the Health and Social Care standards.
* Ensure an open relationship is established between all stakeholders and our regulators.
* That the service is delivered by a confident and skilled workforce, who uphold the SSSC Codes of Practice
* To lead the development of the service and delegate responsibilities to the Team Leaders as required.
* To consistently evaluate and monitor the service to ensure that the support being delivered is person centred and inclusive.
* To identify areas of practice and service improvement and act accordingly to address any issues that occur.
* Ensure the Supported Living Service both contributes to and is included in, wider community events and celebrations within Tiphereth.
* To be the first point of contact for any issues relating to complaints about or from within the Service or Adult Protection Concerns and respond in line with the policies and procedures of Tiphereth.
* To ensure that the Supported Living Team, work in accordance with the policies and procedures of Tiphereth.
* To be the initial point of contact for Social Work enquiries and contract funding in relation to the Supported Living Service and its members.
* To undertake the rostering of staff with support from the Team Leaders to meet the member’s support needs.
* Arranging adequate staff cover in times of sickness and absence.
* To provide on call support to the service on a rotational basis.
* To ensure accurate, completion of time sheet and payroll information.
* To provide regular and effective support and supervision to the Team Leaders and other members of the Team, with an emphasis on reflective practice.
* Maintain excellent recording and reporting as set out by Tiphereth, ensure that reviews are planned and within the timeframe.
* To maintain good communication with all families, carers, and partner organisations.
* To monitor the established systems and practices for Medication Administration, ensuring high standard of practice is maintained.
* To Monitor the recording of financial transactions of members and provide monthly accounts to financial guardians.
* To manage a petty cash system.
* To plan and chair team meetings, supported by the Supported Living Manager. Mentoring the staff team to chair meetings and share practice with each other.
* To ensure Health and Safety legislation and guidelines are followed.
* To provide written reports to the Trustees, and to other organisational groups when requested.
* To attend required internal and external meetings as directed and agreed with line manager.
* To participate in community celebrations and the cultural and spiritual life of Tiphereth
* To contribute to creating a harmonious working environment and maintaining a safe and aesthetically pleasing environment in which to work.

**Terms and Conditions**

The post of Supported Living Manager is a full-time post **(150hrs per 4 weeks)** and the post holder will be expected to work flexibly to meet the needs of the service. This will involve occasional evening or weekend work, within the service. Direct support hours and management support hours will be agreed with CEO.

The post holder is accountable to the Chief Executive Officer and will receive regular, formal, and informal Support and Supervision

Tiphereth is committed to the Scottish Executive’s Safer Recruitment Policy (2016 revised). Tiphereth is required to receive two work references, one of which must be from your most recent employer, and an updated PVG. This post requires PVG clearance.

**The annual salary is £35,249.18 per annum, reviewed annual, in line with any future fee uplifts**

We operate a contributory pension scheme which you will be auto enrolled into (subject to the conditions of the scheme.

The post offers a generous 36 days paid holiday per annum inclusive of statutory and public holidays. Holidays must be requested and agreed with the line manager (4 weeks’ notice) to ensure the service can always operate. The service runs 365 days in a year.