

Job Description and Person Specification

Job Title: Team Leader

Accountable to: Practice Development Leader

Hours: 37.5

Salary: £23,814 - £26,460

Job Purpose:

Established in 1924 St Joseph's Services has over 94 years' experience of supporting adults with learning disabilities within Midlothian and surrounding areas. We need confident, professional, inspirational leaders to support staff teams, the people who use the services and their families and Stakeholders.

We provide Housing Support / Care at Home services to adults living in their own homes. We also provide care and support to adults living within our one care home setting. This post represents an opportunity for the right person to inspire and lead a team, creating the best possible environment for the people we support to live independent, fulfilling lives as part of their local community.

Along with your Practice Development Leader, you will be part of a Circle of Best Practice and you will be expected to contribute to the Organisational strategy and operations of the Circle and St Joseph's Services as a whole.

Key Duties

- You will be expected to ensure the people we support receive the highest standard of support and are always treated with great dignity and respect
- This post is categorised at "Supervisor" registration level by the Scottish Social Services Council (SSSC). Applicants should ensure that they can or will meet the requirements for registration at "Supervisor" level with the Scottish Social Services Council (SSSC).
- To work at all times within the values of St Joseph's Services and act in ways that creates an inspirational, healthy and respectful environment for all
- To support, supervise, appraise, mentor and inspire your staff, to oversee and ensure the development and implementation of best practice within your team
- To be responsible for service administration including HR paperwork.
- To keep up to date with research, best practice, local strategies and initiatives in your field
- To contribute to the development and implementation of the operational plan for your Circle
- To contribute to research, design and implementation of person centered plans
- To work in partnership with the Senior leadership Team to ensure that each individual in your team can develop to their full potential
- To contribute to the recruitment, development, growth, learning and succession planning of the members of staff in your team

Key Duties Continued

- To liaise and actively engage with colleagues in other parts of St Joseph's Services to ensure a comprehensive service is achieved for the people we support
- To liaise and actively engage with colleagues in other organisations, developing partnerships and networks that support the work of St Joseph's Services
- To work in partnership with The Leadership Team and other key personnel monitoring the quality of the service, maintaining the Quality Assurance System and responding to the changing needs of the people being supported
- To assess risks and plan how best to manage change around assessed risks
- To represent St Joseph's Services at reviews and planning meetings for the individual being supported
- Taking an overview of the health, safety and wellbeing of both your team and the individuals receiving those services
- Ensuring that staff are familiar with and follow St Joseph's Services policies and procedures
- To work directly with people who use the service and to inspire the staff team by modeling good support practices at all times by;
 - Ensuring individuals are given support to make choices in their day to day life, using a balanced approach which emphasises advice and encouragement rather than making decisions on peoples behalf
 - Taking responsibility to ensure that the person is supported to stay safe and healthy while they live in their own home
 - Taking responsibility to report immediately to the Practice Development Leader any suspicion or evidence of a threat to the individual's well-being
 - Ensuring that the person is meaningfully involved in their local community
 - Taking responsibility for the management of the individual's personal finances, and ensure that all team members follow policies and procedures with regard to finances
 - Taking responsibility for the management and administration of the individual's medication (where appropriate), and ensure that all team members follow St Joseph's Services medication policy
- Flexibility – the postholder may be required to transfer to another of the services provided by St Joseph's Services depending on the needs of the organisation.
- To participate in the on-call system if required
- To carry out any other duties deemed necessary to ensure the wellbeing of staff and people who use the services
- To participate and were appropriate lead upon HR Investigations.

Dimensions

Level of Disclosure: Enhanced PVG record

Two References: One must be from present/previous employer

Person Specification

Essential

- An ability to demonstrate and put into practice St Joseph's Services core values of trust, respect, choice, friendship, inclusion, skills and hope
- To have obtained or be prepared to work towards SVQ Social Services and Healthcare at SCQF Level 3 or equivalent
PLUS willing to undertake Supervisory or Management Qualification (minimum 15 credits at SCQF 7)
(please refer to SSSC qualification requirements for registration)
- Ability to meet registration requirements for supervisor for SSSC.
- A passion for and knowledge of person centred support particularly as it applies to working with people with a learning disability
- Good communication skills
- IT Skills and ability – confident and selfsufficient using IT and a working knowledge of Microsoft office
- Ability to motivate self and others
- Ability to work on own initiative, lead a team and work as part of a team
- Knowledge of key worker system
- Able to provide personal care/support
- Able to work flexibly (our staff work a variety of hours, including overnight shifts or sleepover, depending on the role).
- Participate where necessary in social activities, outings/holidays with people using the service
- Be respectful and supportive of individuals religious and cultural heritage
- Ability to maintain confidentiality in relation to all aspects of your work
- Full driving licence

Desirable

- A1 Assessors Award
- Person Centred Planning Qualification
- Experience of budget control/petty cash systems
- Working knowledge of SSSC
- Experience of providing staff supervision
- Experience of rota management and HR systems

This Job Description will be subject to review in response to improving the service and Local and National Strategies