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| JOB IDENTIFICATION |
| **Job Title:**  | Respite Team Leader |
| **Base:**  | Renfrewshire Carers Centre, Unit 55 Embroidery Mill, Abbey Mill Business Centre, Paisley PA1 1TU  |
| **Responsible to:** | Depute Manager  |
| Salary Scale: | £20520-22515 Depending on experience | Pensionable | Yes- Nest |
| **Hours:** | 35 hours per week | Holidays | 20 days Annual Leave &12 Public Holidays  |
| **Funding**  | Funding expected until September 2022 with anticipation of a further year’s funding |
| JOB PURPOSE |
| Provide high quality flexible, reliable respite services to Carers which are tailored to meet personal outcomes of Carers and the people they care for. |

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| MAIN DUTIES & RESPONSIBILITIES |
| **Respite*** Develop and manage respite services to provide a range of high-quality services to Carers and their families.
* Ensure that services provided are in line with relevant legislation and policies such as The National Care Standards, Care Inspectorate, SSSC etc and be the key contact for them.
* Manage and prioritise respite referrals.
* Carry out home visits to Carers and vulnerable people in their homes to assess their needs, carry out risk assessments and develop support plans.
* Responsible for the recruitment, induction, training, and supervision of respite staff
* Matching requirements of Carer/client with most appropriate care worker.
* Undertake regular reviews and monitoring of the service.
* Ensure robust systems and processes are in place.
* Develop policies and procedures for the respite service.
* Develop a yearly plan for the respite service.
* Develop new respite initiatives.

**Line Management*** Direct Line Management and development of staff responsible for respite services.

**Managing Relationships*** Building and maintaining strong relationships with Carers and their families.
* To build and promote the Centre and to develop external relationships to support the services we provide.
* Liaise and build relationships with other relevant agencies e.g., Health and Social Care Partnership, Third sector and private sector organisations.

**Service Development and Quality Assurance*** Develop and implement monitoring and evaluation systems and processes.
* Ensure quality assurance systems and processes are in place.
* Regular evaluation and review of the service as well as annual formal reviews.
* Be responsible for the project management and development of the service.
* Recognise opportunities and initiate action plans to develop the service in response to changing demands.

**Other Duties*** Prepare regular reports and analysis for the Deputy Manager and Board on progress of the project.
* Manage own workload on a day-to-day basis and use initiative and judgment to make decisions regarding workload and priorities to meet changing deadlines.
* Undertake additional duties as may be required to ensure the development and success of the Carers Centre.
* Identify own learning and development needs and devise action plans to address.
* Maintain and promote confidentiality of information about people being cared for, Carers, staff and service business in accordance with GDPR.
* Maintain awareness of Health & Safety Policies and guidelines and ensure mechanisms are in place to promote safety at all levels in organisation.

 Occasional evening and weekend work may be required This job description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive, and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.  |

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| Management & Accountability  |
| * Be accountable in the first instance to the Deputy Manager.
* Prepare and agree with the Deputy Manager, a program prioritising areas of work.
* Responsible for support and supervision of staff
* Required to participate in staff planning/training meetings.
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| Key Result Areas  |
| * Provide a quality range of services to enable Carers to get a break from their caring role.
* Ensure respite staff are supported to undertake their roles.
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| Knowledge, Training & Experience required to do the Job  |
| * Experience of organising a care provision service and care planning.
* Experience managing staff
* Requirement to be or get registered with SSC as a supervisor of a care at home service.
* Willing to train to get Registered Manager status with the Care Inspectorate.
* Ability to communicate effectively verbally and in writing.
* Ability to support Carers sensitively and effectively.
* Have knowledge and understanding of respite services and Carers issues.
* An ability to demonstrate initiative, develop and implement new ideas and organise own work.
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**Person Specification**

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|  | **Essential (√)** | **Desirable (√)** |
| Registered with SSSC as a supervisor or willing to obtain this.Be willing to train to be Registered Manager status with the Care Inspectorate. | **√** |  |
| Experience of organising a care provision service | **√** |  |
| Experience of assessment and care planning | **√** |  |
| Experience of managing staff  | **√** |  |
| Experience of monitoring and evaluation using outcome tools | **√** |  |
| Ability to work under pressure and prioritise workloads | **√** |  |
| Experience of producing reporting and analysis to inform business decisions | **√** |  |
| Experience of multi- agency working | **√** |  |
| Ability to negotiate effectively | **√** |  |
| Excellent communication and presentation skills | **√** |  |
| Good organisational, administrative and IT skills | **√** |  |
| Knowledge and understanding of Carers and their issues |  | **√** |
| Ability work on own initiative and as part of a team | **√** |  |
| Experience of undertaking quality assurance | **√** |  |
| Knowledge and understanding of Care Inspectorate and SSSC  | **√** |  |
| Experience in working in the third sector or social care/healthcare environment | **√** |  |
| Driving licence and use of vehicle |  | **√** |
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