

Job Description

Specialist Team Leader- Individual Service for F

Reports to:	Registered Manager- Supported Living
Salary:	£35,700 per annum plus on-call allowance
Hours:	40 hours per week plus the expectation of evening and weekends as required.
Location:	Barrhead

Main purpose of post

The purpose of this post is to lead and manage an individual service for a young person being supported in their own home with complex needs. To provide leadership, oversight and direction to the team and work with the broader multi-disciplinary, multi-agency team to ensure support, protocols and systems are in place to allow this individual to live a safe, full life in the community.

The post holder will spend 50% of their time on shift and 50% on leadership of the service.

This is a new and innovative service which will focus on keeping the supported person at the centre of decisions and planning and evolve support, working in partnership with the broader multi-disciplinary teams.

The Specialist Team Leader will have responsibility for a diverse team of enhanced support staff and the evolution of this innovative new service in partnership with the Health and Social Care Partnership and NHS colleagues.

Key Responsibilities

The Specialist Team Leader will:

- Have a strong value led and person-centred practice focus derived from experience of delivering support services for people with complex needs.
- Lead, drive and empower the support team to work together to meet individual outcomes and the supported person's life, ensuring their voice is always heard.
- Work positively with the wider multi-disciplinary team to develop and evolve protocols and systems.

- Lead a dedicated staff team of enhanced support staff, ensuring that the needs of the supported person are met to the highest standard whilst complying with the social care regulatory framework and agreed protocols.
- Have ultimate responsibility for staffing levels, recruiting appropriately in a way that is proactive, planned, and personalised and ensuring staffing levels are adhered to at all times.
- Manage rota systems ensuring staff are matched and deployed appropriately in line with the needs of the supported person, managing absence and changes as required.
- Be part of an on-call system providing support to the supported person.
- Play a lead role in evolving and developing the service and working with others to deliver effective training which meets standards and reflects the needs of the supported person.
- Ensure the support team meet all standards in terms of fit to practice training and take part in regular learning and development activity to maximise their competence and confidence.
- Manage quality checks and audits in line with Quality Assurance needs and Health and Safety.
- Manage all aspects of people management including annual leave, sickness absence, disciplinary and grievance matters, performance management, support, and supervision.
- Ensure safety checks are being carried out as scheduled in line with Health and Safety practice and report regularly to the Health and Safety Committee
- Have knowledge of the Individual Service budget and work closely with the Registered Manager to ensure the service operates within the allocated budget.
- Be proactive in keeping up to date with best practice, legislation and developments within social care and co-ordinate and contribute to your continuous professional development (CPD) and encourage staff to do the same.
- Any other reasonable duties as may be required according to operational requirements.

Team Leader – Person specification

Qualifications/Education

- Relevant qualification in line with requirements of SSSC Registration:
 - SVQ Level 3 Health & Social Care (or equivalent) Minimum.
 - SVQ Level 3 Management (or equivalent) Minimum.

OR

- Commitment to achieve qualifications within the agreed timescale for registration purposes.

Experience and Knowledge

- Proven track record of experience in a Social Care or Health setting.
- Proven track record of working with individuals with complex care needs.
- Proven track record of supervisory/senior experience.
- In depth knowledge of and ability to deliver high quality outcome focussed support planning and review processes.
- Experience of mentoring, supporting and supervising staff.
- Experience of working as part of a multi-disciplinary, inter agency team.
- Understanding of policy and practice as it relates to the delivery of social care services.

Abilities and Skills Required

- High attention to detail and accuracy.
- Ability to develop outcomes focused support plans and engage with all agencies to deliver effective support.
- Ability to produce a high standard of written work including report writing
- Ability to communicate verbally throughout all levels of the organisation and out with the organisation with partner organisations.
- Ability to build strong professional relationships with families and external partners
- Ability to develop and review protocols and systems.
- Ability to prioritise workload/work to deadlines
- Ability to work as part of a team and on own initiative in a creative and flexible way
- Demonstrate good time management skills
- Computer literate (competent in MS Office, ideally including digital tools)
- Full current driving licence and willingness to drive own vehicle, supported person or Cosgrove vehicles.



Personal Qualities and Values

- Strong values and commitment to the work of Cosgrove Care
- Commitment and understanding of developing teams and collaborative working
- Strong commitment to inclusion
- Excellent interpersonal skills with evidence of developing and maintaining positive working relationships
- Positive attitude and solution focussed approach
- Commitment to developing and evolving services to meet individual needs