



**Could you be our
next Support & Care
Leader?**



Who We Are

Do you believe in a world where we all belong?

OUR COMMUNITY

L'Arche has been providing care and support services to adults with learning disabilities in Edinburgh for over 25 years. We are a community of around 60 people, part of an international federation of 150+ communities around the world. We provide registered supported living services in 4 localities in the Leith and Restalrig areas of Edinburgh, in small shared houses and individual flats.

L'Arche Edinburgh provides an innovative service that goes beyond the typical boundaries of professional care. We see people not as clients but as equal members of an active community and we support people to live a full and active life in their own homes and within the wider community. Our service is regulated by the Care Inspectorate and SSSC.

The Support and Care Leader post holder for Creelha manages a Care at Home/Housing Support service registered with the Care Inspectorate for 4 core members (service users). The assistant team is made up of a mix of 'live-in' and 'live-out' support workers (called Assistants in L'Arche) who together provide 24-hour support.

DIVERSITY PLEDGE

We actively encourage people with a wide diversity of backgrounds and personal stories to join us. If there are areas in the job description where you feel less experienced, don't let that put you off. We are happy to support people to learn new skills, to provide training and to make adjustments to make this job the right fit for the right person.

We welcome and encourage applications from people of all backgrounds protected by the Equality Act. We encourage candidates who are disabled or from a minority ethnic background.

If you would like to talk anything through before applying, please contact:

Jessie Fubara-Manuel
jessie.fubara-manuel@larche.org.uk
or call 07795 065 070



WANT TO GET TO KNOW US BETTER?

[Our unique approach](http://www.larche.org.uk/Listing/Category/our-unique-approach)

www.larche.org.uk/Listing/Category/our-unique-approach



[Why work for L'Arche?](http://www.larche.org.uk/why-work-for-larche)

www.larche.org.uk/why-work-for-larche



Role Description

Job title:	Support & Care Leader, L'Arche Edinburgh
Hours:	40 hours including evenings and weekends
Salary:	£29,702 - £31,032/Sleepover @ £87 per night
Location:	L'Arche Edinburgh
Reports to:	Support and Care Coordinator
Contract type:	Openings for full time permanent role and one-year fixed term Maternity Cover (Please indicate your preference)

Main purpose of the role

To provide person-centred care and support to people with learning disabilities to enable them to lead the lifestyle of their choice. Also involves to lead, manage and support the assistant team to enable them to provide quality support and care and to work closely with the Support and Care Coordinator (Registered Manager) in fulfilling the requirements to meet service provision standards whilst upholding L'Arche values and the ethos of community living.

Key Responsibilities

TO PROVIDE SUPPORT AND CARE TO ADULTS WITH LEARNING DISABILITIES (approx. 70%)

- Build positive working relationships with individuals using the service.
- Support people to maintain their home which may include support with personal finances, domestic tasks, maintaining tenancy/occupancy
- Ensure core members' needs and wishes as described in their Support Plans are achieved through providing high quality person-centred support at all times, and that these plans are updated regularly
- Recognise the value that families have in the lives of the people we support and work in partnership with Welfare/Financial Guardians, family members and other important people in the person's life, and ensure they are kept aware of relevant issues, in collaboration with the team and Registered Manager
- Model positive ways of supporting people to team members and members of the public whom the person comes into contact with, and promote a culture of respect and dignity at all times
- Occasionally accompany individuals on a short break or holiday

MANAGEMENT & ADMINISTRATION (approximately 30%)

- Work closely with the Deputy Support and Care Leaders to manage all aspects of the service
- Provide regular support and supervision to team members, participating in assistant appraisals and other performance management processes
- Plan and lead the Team meeting, including follow up and appropriate delegation of duties
- To effectively plan and manage the rota including sickness, holidays and training, arranging cover to ensure appropriate and cost-effective support is delivered to individuals in line with their support agreement.
- Prepare for and take full part in core members' reviews and meetings related to their support and ensure good quality record keeping is maintained
- To participate in assistant recruitment and ensure all new assistants are inducted into the team with knowledge of all policies and support plans



Key Responsibilities continued

QUALITY AND DEVELOPMENT

- Ensure all care and support is delivered in line with the Health and Social Care Standards
- Ensure all L'Arche policies and procedures, and individual plans and guidelines are implemented
- Ensure the SSSC codes of practice are adhered to by all team members

TO ENSURE GOOD QUALITY HOME LIFE IN LINE WITH L'ARCHE VALUES and NATIONAL CARE STANDARDS

- Promote a feeling of belonging for all who live and work in the house or flat, paying attention to any dynamics and facilitating quality relationships between individuals within an atmosphere of welcome and respect
- Ensure celebrations of birthdays, anniversaries and the house or flat spiritual life are well facilitated in line with L'Arche ethos of community living and spirituality
- Ensure the fabric, fixtures and fittings in the house or flat environment are in good order, and that the house or flat is kept to a high standard of cleanliness

PROMOTE AND MODEL EFFECTIVE COMMUNICATION

- Ensure effective communication within the team making sure that meetings, messages and systems for communication such as log books are working well.
- Ensure that information from the wider organisation, and from the community leadership team is communicated effectively to core members and the assistant team and team
- Be creative about the participation and involvement of people with learning disabilities as much as possible in the running of their home
- Prepare reports on the house and flats for the local committee as required

TO IMPLEMENT SERVICE REGULATION AND COMPLIANCE REQUIREMENTS

- Assist the Registered Manager in preparing for and participating in Care Inspectorate inspections
- Contribute to HMO compliance requirements
- Ensure that all relevant Health and Safety regulations are observed within the service and promote a strong health and safety culture within the service
- Contribute to on-going quality assurance and service improvement process.

TO DEVELOP YOUR PRACTICE AND PLAY AN ACTIVE ROLE IN LEADERSHIP TEAM

- Prepare for and attend meetings with other members of the wider management team including the Leaders meeting, and contribute to discussion and decisions
- Use own support and supervision positively and be reflective about own performance seeking guidance when unsure
- Take opportunities for further learning, training and development where required and demonstrate personal responsibility for own learning
- Take part in 'Out of office hours' phone responsibilities
- Be open to and supportive of L'Arche traditions and practices including accompaniment (non-line management mentor)

The information given in this job description is given to ensure the post holder has the best opportunity of understanding what is required to be effective in the post. It is not intended to be prescriptive in every detail and it is expected the post holder will be as positive and flexible as possible while using this as a framework. There may be from time to time, other duties deemed appropriate and/or necessary by the Support and Care Coordinator or Community Leader.



Person Specification

ESSENTIAL CRITERIA

- SVQ 3 Health and Social Care or HNC Social Care, and the additional supervisory qualification required by SSSC OR have the ability and commitment to achieve SSSC required qualifications within the required time period (see Terms and Conditions).
- At least 2 years' experience of support work within a social care setting with adults with learning disabilities
- At least 1 years' experience of managing and supervising staff within in a social care setting
- Evidence of openness to continuous professional development
- IT skills
- Full driving licence and ability to drive Motability vehicles (desirable)

DESIRABLE CRITERIA

- Experience of working collaboratively with people with learning disabilities to plan their care and support
- Understanding of the emotional and behavioural support needs of adults with learning disabilities
- Understanding of the principles and practice of supported living
- Personal motivation by the mission, values and objectives of L'Arche and an openness to the 'vocational' aspects of belonging to L'Arche and to becoming a member of the community
- Understanding of what it means to think and work in a person-centred way



We Value

TREATING PEOPLE WITH DIGNITY AND RESPECT:

We value every person and celebrate who they are. We do not just tolerate diversity, but actively embrace it in our communities. A key way we demonstrate dignity and respect is by being fully present to each other when we are together and listening deeply to one another.

FRIENDLINESS AND WELCOME:

We are deeply committed to building friendships together, which calls us to live life with a joyful and grateful spirit.

A key way we demonstrate friendliness and welcome is by offering meaningful invitation and welcome to newcomers and also to each other on a daily basis.

EMPATHY:

We are committed to understanding and sharing the feelings of one another. We prioritise the qualities of compassion, caring, and kindness to nurture empathy. A key way we demonstrate empathy is through the quality of the shared life we build together.

INTEGRITY:

We strive to have integrity in everything we do and in every relationship we build, seeking to be authentic and honest, trustworthy and open because to build meaningful relationships we need to reveal who we are. A key way we demonstrate integrity is through our willingness to be both vulnerable and courageous.

COMMITMENT TO COMMUNITY BUILDING:

We choose to share life together rather than merely work together. Sharing life means we create mutual relationships with one another and also share responsibility for the life and wellbeing of the community as a whole, practicing forgiveness and celebration and creating a place of belonging that is open to all who share our mission and values.

A key way we demonstrate our commitment to community building is through our nurturing of our shared spirituality expressed through the community traditions and practices that shape our daily life together.

OPENNESS TO REFLECTION, LEARNING AND GROWTH:

We are personally committed to growth and development in the dimensions of L'Arche identity and mission and also support the growth of the whole community by nurturing the gifts of each person, creating a learning culture together and being attentive to our personal and communal spiritual life. A key way we demonstrate our commitment to learning is the frequency and quality of our personal and group reflective practices and processes.

COMMITMENT TO THE VISION AND MISSION OF L'ARCHE:

We actively engage in all dimensions of L'Arche mission and practice both personally and communally. A key way we demonstrate our commitment is our visibility as people with and without learning disabilities together engaged in our local neighbourhoods and the wider world in order to shape a more human society.

