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| Service and job specific context statement | |
| **Directorate:** | Health and Adult Services |
| **Service:** | Care and Support Services |
| **Post title:** | Team Leader Learning Disability |
| **Grade:** | G |
| **Responsible to:** | Learning Disability Manager |
| **Staff managed:** | Manage a team of support roles |
| **Date of issue:** | July 2011 |
| **Job family:** | **C&S - Care & Support** |

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| Job context |
| You will lead a group of Learning Disability Support workers and will co- ordinate their work. The main focus of your role will be to support people with learning disabilities. These may include high support needs, complex needs, challenging behaviour and autism. You will ensure that those using the services will have opportunity to maximise their independence and potential in line with an assessment of their needs. You will work in a range of setting including resource and day centres, and will enable people to access community resources to encourage social inclusion.  You will work to identify needs and support requirements of individuals and take action to ensure these are properly recorded and taken account of. You will be a key contributor to the development of support plans and reviews.  You will act as a keyworker for a designated group of people and be the first point of contact for enquiries from their carers and families. You will work in line with current legislation and service plans, working within the framework of Care Quality commission standards. You will work in ways which maintain dignity, respect and human rights. You will adhere to safe working practices and health and safety requirements, operating within the directorates risk management framework.  Some of the services are provided 24hrs a day as part of a seven day service.  This role involves spoken communications so a confident use of English language is required.  An enhanced DBS clearance is required. |

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| Structure |
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| Job Description | |
| **Directorate:** | Health and Adult Services |
| **Service:** | Care and Support Services |
| **Responsible to:** | Learning Disability Manager |
| **Staff managed:** | Manage a team of support roles |

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| Job purpose | You will lead a small group of Learning Disability Support Workers and will co-ordinate their work. The main focus of your role will be to provide support to people with learning disabilities in the community and to maximise their independence and potential in line with an assessment of their needs. You will work in a range of settings including resource and day centres but your main focus will be on work in the community, making best use of existing mainstream services and resources to encourage social inclusion and help individuals achieve their personal goals and lead enriched fulfilling lives. You will join with other Team Leaders and Learning Disability Managers in promoting and encouraging joint working and flexible approaches for your area.  You will work to identify needs and support requirements of individuals and take action to ensure these are properly recorded and taken account of. You will be a key contributor to the development of support plans and reviews. You will assist managers and others to promote and develop mainstream community services and employment opportunities that take full account of the needs of people with learning disabilities.  You will act as key worker for a designated group of people and be first point of contact for enquiries from their carers and families. You will work in ways which are consistent with the key aims of Valuing People Now, including promoting dignity, respect and human rights.  Enhanced DBS clearance is required for this post. |
| Operational management | * Assist individuals with aspects of daily living, according to their support plan in a way that maximises dignity and independence. * Provide appropriate personal care in a way that maximises dignity and independence * Enable people to maintain their personal hygiene and appearance * Enable people to maintain a healthy and balanced diet * Enable people to manage their own medication as appropriate and where necessary monitor and administer medication in accordance with current procedures and guidance * Enable people to maintain a safe, comfortable, warm and clean home * Identify environmental and falls risks, provide appropriate advice and information and refer on where necessary * Where trained, undertake specialist techniques as required e.g. PEG feeds, rectal valium, buccal midazolam. * Support people to maximise their independence and wellbeing through person centred approaches. * Understand and apply social care values at all times * Enable and encourage people to access universal services and mainstream community facilities in their area * Provide support in seeking employment, prepare and enable people to obtain paid or voluntary employment * Support people in work and promote natural supports * Enable individuals to access appropriate health care * Support people to manage an acceptable level of risk in their day to day lives * Support people in managing their personal affairs and finances * Promote and develop mainstream community services and employment opportunities * Identify needs for use of assistive technology and arrange appropriate provision and deployment |
| Communications | * Communicate effectively with people receiving support, their carers, families and friends. * Communicate effectively with Manager, colleagues, and other agencies * Communicate effectively with other Learning Disability Support Workers under your direction * Maintain written and other personal records, as required. * Respect and maintain peoples’ rights to privacy and confidentiality. * Ensure that other Learning Disability Support Workers under your direction respect and maintain peoples’ rights to privacy and confidentiality |
| Partnership / corporate working | * Enable best practice by developing and sharing creative solutions that enable people to maximise their independence and achieve personal goals. * Make a key contribution to the development of person centred support plans and where appropriate conduct reviews to achieve the outcomes identified by the recipient of the service. * Working with assessment team colleagues, identify needs and support requirements of individuals and ensure their implementation as a part of a support plan. * Act as contact point for carers and family members and where appropriate resolve non-complex issues * Undertake continuous monitoring throughout the duration of the service, recording and reporting accurately * Work as team leader, directing the work of other Learning Disability Support Workers. * Provide regular supervision for a designated group of Learning Disability Support Workers and undertake appraisals. * Work as a member of a team, including participating in multi-agency (including Health and District Councils) and/or multi-disciplinary working especially for people with more complex needs.   Work with Learning Disability Managers to develop the wider team of Learning Disability Support Workers in your area – joining with other Team Leaders to encourage and lead joint working and flexible approaches as needed. |
| Resource management | * Undertake required training and qualifications and take responsibility for own learning and development in conjunction with line manager * Support colleagues with their learning and development, through direct coaching as required. * Develop and deliver basic learning and development activities for your team |
| Systems and information | * Work in accordance with Directorate policies and procedures, agreed quality standards and individual support plans/service plans. * Adhere to safe working practices and Health and Safety requirements. * Operate within the Directorate’s risk management framework. |
| Safeguarding | * Contribute to the safeguarding of vulnerable adults and alert an appropriate person where potential abuse is identified * Support and assist other Learning Disability Support Workers to make safeguarding alerts and promote a safe environment. * Act as Safeguarding Level 2 ‘Responder/Referrer |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Good working knowledge of current best practice in the social care of people with Learning Disabilities and related National care standards, including Valuing People Now * Good working knowledge of adult safeguarding issues and procedures * Good working knowledge of simple equipment to maximise peoples independence * Good working knowledge of use of equipment such as hoists, wheelchairs, lifelines and other assistive technology * Good working knowledge of the spectrum of conditions within Learning Disabilities such as Autism, Dementia etc. * Good working knowledge of community resources and universal services * Knowledge and good understanding of how Equality & Diversity, Dignity & Respect, and Human Rights will apply to this role. |  |
| Experience   * Significant demonstrable experience in social care or a related discipline | * Experience of leading a small team |
| Occupational Skills  Communication   * Able to communicate clearly and effectively with people receiving services, carers and other professionals as necessary * Able to communicate clearly and concisely in writing using language which is understandable to the reader and to write reports and to produce support plans * The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. * Able to read and understand a support plan, complete daily and medication record sheets   Numeracy   * Have good numeracy skills, and be able to deal competently with peoples’ money (e.g. to help them to pay for goods and services)   ICT Skills   * Basic web-browsing and keyboard skills   Interpersonal Skills   * Good interpersonal skills(e.g. motivation, active listening, routine negotiation, empathy, handling conflict, able to relate well to different individuals)   Advocacy   * Able to act on behalf of individual effectively (e.g. to access GP, District Nurse, Benefits Agency, etc.)   Organisation   * High level of organisation skills including preparing rotas * Able to prioritise and manage own workload * Able to co-ordinate the work of others   Initiative and problem-solving   * Able use own initiative to analyse situations and find solutions for routine day to day service delivery problems * Able to think through, plan and implement day to day changes with support as appropriate * Able to support others’ problem solving and decision making * Able to make a judgement and take decisions to deal with immediate problems without reference   Team Work   * Able to lead, and work with others in a small team, encouraging team working * Able to supervise staff and undertake appraisals * Able to work as part of a multi-agency team, and at times take direction from staff from other agencies * Share skills, knowledge and experience in working towards common goals * Assist and advise other Support Workers with day to day issues   Risk Assessment/ Health & Safety   * Able to co-ordinate day to day risk assessment and H&S practice. * Able to co-ordinate in identifying risks to safety and wellbeing of people receiving support * Able to act in response to assessed risk with support as necessary |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Literacy and Numeracy skills to Level 2. * NVQ Level 2 in Health and Social Care * Senior Support Workers without NVQ Level 3 in Health and Social Care or Level 3 Health and Social Care Diploma will be expected to complete this award within an agreed period | * NVQ Level 3 in Health and Social Care |
| Other Requirements   * Car User and ability to travel across own and neighbouring teams for work * Requirement to work evenings and weekends on a rota basis as part of 7 day service |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.