

JOB DESCRIPTION

JOB TITLE:	Team Leader - Learning Disability
REPORTING TO:	Manager
JOB PURPOSE:	To work as leader of the team in the provision of care and support services for people with learning and/or physical disabilities, and/or behaviours that may challenge; which aims to maximise the potential of each individual in accordance with ordinary life principles. To take charge of the accommodation in the absence of the Manager.

SKILLS / ABILITIES

Required:

- * Proven ability to work on own initiative and as part of a team
- * Knowledge and understanding of issues relating to people with learning disabilities
- * A commitment to a service which provides support to vulnerable individuals, and which is respectful and according to the individuals' wishes
- * Good communication skills (written and verbal). Ability to communicate effectively with Residents, colleagues and other persons with a legitimate interest in the project
- * Commitment to training and development
- * Ability to review and monitor care plans
- * Working knowledge of care planning systems
- * Experience of monitoring and evaluating services
- * Proven ability to make decisions and solve problems

Desired:

- * Flexible and innovative approach to working
- * Empathy with the concept of Social Role Valorisation/Principles of Ordinary Living

EXPERIENCE

Required:

- * Experience of working in a multi-disciplinary setting
- * Experience of managing/supervising Staff
- * Minimum of 12 months in a similar setting, ideally with people with learning disabilities

EDUCATION, SPECIALIST KNOWLEDGE & QUALIFICATIONS

Required:

- * Good general education
- * Working knowledge of health and safety issues
- * NVQ Level 3 in social care (or must be willing to work towards and achieve minimum of Level 3 within a given timescale)
- * Knowledge of the regulatory framework of the service provision including the Care Standards Act

Desired:

- * Knowledge of therapeutic and non-aversive care models
- * Mandatory training qualifications e.g. fire safety, first aid, food hygiene, manual handling, Health & Safety awareness

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OTHER

Required:

- * Satisfactory Police Check and check against the ISA List (where applicable)
- * Self-motivation and flexibility
- * Commitment to the aims & objectives of the service
- * Knowledge and commitment regarding Equal Opportunities
- * A commitment to undertake training and development as required
- * Honesty, reliability and trustworthiness

Desired:

- * Car driver, where applicable

MAIN RESPONSIBILITIES

Care:

1. Assist the Manager in the implementation of the philosophies and policies to minimise the effects of the residents' learning disabilities.
2. Ensure that each resident has their needs met through effective assessment and care planning. Review and monitor care plans.
3. Support and participate in residents' social and recreational activities in line with Resident care plans, including day trips and holidays. Monitor resident participation to ensure activity plans are adhered to.
4. Monitor the Keyworker's' progress with individual residents. Ensure all medical needs are met, and support the resident to advocate his/her own needs and wishes.
5. Facilitate and support residents in decision making. Promote choice and involvement.
6. Ensure all Staff Members work in a way that demonstrates an understanding and commitment to the rights of people with learning disabilities.
7. Consistently apply non-aversive strategies developed in response to challenging behaviours, and contribute to the review and development of any such strategies.
8. Encourage and enable residents to maintain acceptable levels of personal and environmental hygiene.
9. Liaise with other agencies/professionals as necessary in conjunction with the Manager.
10. Record information about the residents and ensure communication with Staff Members.
11. Once trained, administer medication in accordance with Company policies and procedures, and ensure that medical emergencies are dealt with appropriately. Adhere to the Company's medication policy at all times.

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12. Ensure that residents' personal property and clothing is maintained to a high standard, and report any requirements to the Manager.
13. Promote good practice in the team in line with ordinary life principles and the Company's policies and procedures.
14. Practice maximum integrity in all dealings with residents' personal and financial affairs, and avoid abuse of the privileged relationship that exists with residents.

Human Resources (HR):

15. Direct Staff Members in their duties, ensuring that all required tasks are completed.
16. Delegate tasks to Senior Support Workers and monitor their effective implementation.
17. Formally supervise Staff Members as directed by the Manager.
18. Ensure Staff Members perform their role to the highest possible standard, and implement the Company's Discipline & Dismissal policies and procedures as directed by the Manager.
19. Manage Staff Members' attendance, annual leave and absences in line with the Company's policies and procedures.
20. Notify the Manager of any Staffing difficulties e.g. cover, attendance, conduct.

Marketing:

21. Actively market and promote a positive personal / professional profile within the local community, ensuring the good reputation of the company, at all times.

Training and Development:

22. Induct new Staff Members and the provision of in-house training, as delegated to do so.
23. Maintain professional knowledge and competence.
24. Attend mandatory training days/courses, on or off site, as and when required.
25. Participate in relevant NVQ training to achieve required qualifications.

Health & Safety:

26. Report immediately to the Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
27. Understand, and ensure the implementation of Health and Safety policy, and Emergency and Fire procedures.
28. Report to the Manager any faulty appliances, damaged furniture, equipment or any potential hazard.

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- 29. Promote safe working practice

General:

- 33. Be responsible for the ordering, receipt and disposal of medication
- 34. Maintain financial records in line with Company policies and procedures.
- 35. Carry out administrative tasks, as and when required.
- 36. Complete CQC notifications in the absence of the Manager.
- 37. Plan and attend reviews of service delivery standards, and develop best policy and practice that meets residents' needs.
- 38. Ensure compliance with standards required by Care Quality Commission. Notify the Manager immediately of any concerns regarding these standards.
- 39. Participate in the out of hours on call system.
- 40. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
- 41. Notify the Manager as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
- 42. Ensure the security of the accommodation is maintained at all times.
- 43. Adhere to all Company policies and procedures within the defined timescales.
- 44. Ensure all equipment is clean and well maintained.
- 45. Carry out any other tasks that may be reasonably assigned to you.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

KSL reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Signature:

Name:

Date: