

Doc Title: Job Description LO	Issue Date: 26/08/2021
Doc Code: TCF/HR/F024	Issue No: 1



## JOB DESCRIPTION

Job Title	Location
Team Leader - Nights	1 Johnston Way, Lisburn, BT28 2AQ
Accountable to	
The Registered Manager	
Purpose of the Job	
<p>The Service</p> <p>Johnston way, located in North Lisburn, is a Registered Domiciliary Care Agency and Positive Behaviour Support Service (PBS) which consists of 2 dwellings, each for four people. The service offers a person-centred approach for service users who have Learning Disabilities and associated needs. The Service operates under the Positive Behaviour Support (PBS) Framework and provides care and support on a 24 hour basis.</p> <p>The Role</p> <p>As part of the Living Options services, the Team Leader will be a part of the management team and will support the Registered Manager/Deputy Manager to meet the Domiciliary Care Agencies Regulations (Northern Ireland) 2007 and the DHSS&amp;PS Domiciliary Care Agency Minimum Standards. The Team leader will support the Registered Manager to develop and implement personalised care/support plans and individual risk assessments to meet individual needs. They will support the Registered Manager to ensure the delivery of quality care and support. Team leaders will also support with the management budgets and resources. The Team Leader will mentor and supervise the Support Team and will provide direct care and support for Service Users.</p> <p>Team Leaders are required to flexibly and be available to work unsociable hours and public holidays on a rotational basis.</p>	
Salary/ Hourly Rate	Hours of Work
£14.18 per hour	24 hours per week (Nights) <i>Flexibility is required to meet the needs of the service. (7 day cover including days, evenings and weekends).</i>
Closing Date	Length of Contract
17 <sup>th</sup> May 2024 at 10am	Permanent

Our Benefits
<p><b>We are currently offering a Welcome Bonus totalling £500: The bonus will be £250 on successful completion of 6 months' service and a further £250 on the first anniversary totalling £500</b></p> <ul style="list-style-type: none"> <li>• Annual Leave 6.4 weeks in each leave year (inclusive of public and bank holidays).</li> <li>• Annual incremental pay increases on an agreed salary scale</li> <li>• Auto enrolment Pension through Standard Life. Employer contribution 4%, employee 5%</li> <li>• Occupational Sick Pay Scheme that increases with length of service</li> <li>• Investor in People Platinum accredited organisation with commitment to development of the staff team through training and learning opportunities</li> <li>• Recognition &amp; reward incentives aligned to high standards of performance</li> <li>• Tea &amp; Coffee provided</li> <li>• Parking available onsite</li> <li>• Healthcare Cashback scheme and Access 24/7 Doctors Line</li> </ul>

Doc Title: Job Description LO	Issue Date: 26/08/2021
Doc Code: TCF/HR/F024	Issue No: 1

- Discounts at over 600 online and high street stores and restaurants
- The successful candidate will be supported and trained in CPI Intervention

### Our Vision, Mission and Values

**Our Vision** is an inclusive society for all.

**Our Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose.

**Our Values** are **Collaboration, Equality, Dignity, Achievement, Resilience.**

### Key Duties and Responsibilities

#### Customer:

- Provide support that follows individuals' care plans and daily support plans.
- Ensure that all service users are supported as individuals; they will be competent in their practice and ensure that their knowledge is current, and evidence based.
- Provide support, direction and supervision to the team members and act as a role model at all times. Take the lead on ensuring all Support staff are competent and report any concerns to line manager.
- Ensure that service user person centred plans are maintained in line with Cedar Record Keeping principles and guide Support staff on how to maintain a high standard of such.
- Will act as an advocate for service users putting their best interests first and foremost whilst ensuring the health and safety of all who receive and deliver services.
- Demonstrate a caring attitude always for both service users and colleagues.

#### Internal Processes:

- To take daily direction from line manager ensuring that the operational management of the service is continuous and reflects the needs of service users.
- Lead the shift, ensuring staff give support that follows individuals' care and personal support plans.
- Ensure cohesive team working.
- Motivate, support and mentor the staff when needed.
- Effectively report on any deficits within rotas that could impact negatively on service user support. Ensure work is recorded accurately and appropriately in compliance with Cedar requirements and that records made, and personal information used are in compliance with the Data Protection Act and the standards of information governance.
- Ensure records of service delivery are accurately maintained.
- Apply quality management systems according to policy and procedure.
- Develop the staff team in contributing to the writing, implementing, and reviewing of support plans which reflect the interests and wishes of the individual service user.
- Conduct all activities in a manner which is safe to themselves and others.
- Report the need for repairs or maintenance in the accommodation to the appropriate agency / individual.

#### Stakeholders:

- To contribute to service provision and development.
- Support people through their process of transition.
- Support people with regards to decision making and lifestyle choices enabling them to take control of their own lives and increasing independence.
- Ensure all personal care tasks are carried out in line with the needs, wishes and preferences of the individual informed by the care/support plan.

Doc Title: Job Description LO	Issue Date: 26/08/2021
Doc Code: TCF/HR/F024	Issue No: 1

- Support people to take an active role in the community by accessing local facilities and wider community resources to enable social inclusion.
- Support the development of person centred planning, ensuring each individual's plan has meaningful and achievable goals.
- Provide direct support for service users in line with their person-centred plans whilst supporting team members to become competent in supporting this function.
- Support people to develop and expand social networks and friendships.
- Contribute to / attend reviews and inter partnership meetings.
- Promote a healthy lifestyle for service users by liaising with local health care professionals.
- Work in partnership with care managers and other professionals to maximize quality of life for individuals.
- Develop positive relationships with family and carers.
- Provide support where required to promote the needs and wishes of service users including delivery of appropriate housing related support. This will involve supporting or carrying out all normal household tasks and enabling the person to be fully involved in all aspects of their lives.
- Support the individual to meet care needs to their personal standard, recognising when a service user could potentially be 'at risk' if these are not maintained. At all times ensure that the person's rights to privacy, and dignity are respected.
- Support and enable the individual to maintain their wellbeing which includes signposting to services appropriate to that individual.
- The Team Leader will ensure unusual, complex or difficult situations are addressed and reported, referring to Manager/Deputy Manager as appropriate.

#### **Organisational Learning and Growth:**

- To support staff in the delivery of service.
- Provide leadership and direct supervision to the team acting as a positive role model at all times.
- Provide in-service coaching and mentoring for support staff.
- Identify staff learning and development requirements based upon supervision and direct observation of individual staff members.
- To maintain effective communication.
- Develop and maintain effective communication systems within the service.
- Ensure parties involved in planning and review of support are regularly updated on changes and progress relevant through regular, planned reviews and reports.
- Establish and maintain effective communication with families and relevant others.

#### **Finance:**

- Support people to manage their resources and finances.
- Support individuals with budget setting and signpost to other support services as required.
- Ensure effective and efficient systems are maintained for individual service users.
- Maintain accurate records.

#### **General Duties:**

- Always maintain confidentiality.
- Work within Cedar Quality Management System guidance, policy and procedure.
- Work in a way that meets the statutory requirements of employees under Health and Safety at Work.
- Adhere to the NISCC Codes of Practice and Cedar staff handbook.
- At all times work within current legislation.
- Engage positively with Cedar's supervision and appraisal processes.

Doc Title: Job Description LO	Issue Date: 26/08/2021
Doc Code: TCF/HR/F024	Issue No: 1

- Attend training on a regular basis to ensure that all mandatory and personal training and development needs are met in line with company requirements.
- Work closely with other members of the team for the ultimate benefit of the people receiving services.
- Work flexibility on a Rota system including evenings, weekends and overnights.
- Promote the Organisation in a positive manner at all times.
- Complete night security checks in conjunction with service users and during the span of their working hours.

*This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services. Reserve List will be held for this post, if applicable.*

Doc Title: Job Description LO	Issue Date: 26/08/2021
Doc Code: TCF/HR/F024	Issue No: 1



## PERSONAL SPECIFICATION

**CRITERIA** – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Essential Criteria		
	Criteria	Assessment
1.	GCSE Maths and English A*-C (or equivalent)	Application / Pre-employment checks
2.	Level 3 Diploma in Health and Social Care (or equivalent)	Application / Pre-employment checks
3.	Two years' previous experience in a social care setting providing support/care.	Application / Interview
4.	Working knowledge of the needs of people with learning disabilities .	Application / Interview
5.	Experience of behaviours which challenge and associated risks	Application / Interview / Probationary
6.	Effective communication and use of IT skills	Application/Interview

Desirable Criteria		
	Criteria	Assessment
1.	Recognised qualification e.g. nursing / social work.	Application / Pre-employment checks
2.	Level 5 Diploma in Leadership for Health and Social Care Services (Adults' Management) Wales and Northern Ireland).	Application / Pre-employment checks
3.	Experience of supervising staff and co-ordinating provision of support and personal care.	Application / Interview
4.	Can demonstrate previous experience of working in a Supported Living context.	Application / Interview

Values Competency		
	Criteria	Assessment
1.	<b>Collaborative</b> working and the ability to work in a team to deliver our vision and strategic aims	Interview / Probationary
2.	Commitment to building a community that recognises <b>Equality</b> and <b>Diversity</b>	Interview / Probationary
3.	Ability to support service users to <b>Achieve</b> their full potential	Interview / Probationary
4.	Committed to ensuring the provision of high quality person centred services.	Interview / Probationary
5.	Demonstrating <b>Resilience</b> to meet the objectives of the job	Interview/ Probationary

Doc Title: Job Description LO	Issue Date: 26/08/2021
Doc Code: TCF/HR/F024	Issue No: 1

Conditions of Employment		
	Requirement	Assessment
1.	The right to work in the UK.	Provide original right to work documentation
2.	Provide 2 satisfactory references, one being from the most recent employer.	Give the name and contact details of relevant referees and inform them that they will be contacted.
3.	Have a full current driving licence and access to a vehicle for the purposes of work.  <i>This criterion will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.</i>	Provide a valid driving licence (both parts) and evidence of insurance that covers business use.
4.	NISCC registered or willing to register within 6 months of commencing employment.	If you have worked in the care sector previously you must provide evidence of NISCC registration relevant to role. If your registration has lapsed you must renew before or on your first day of induction.  Or  If you are new to the care sector you must register with NISCC within 6 months of your start date.
5.	Enhanced Access NI check.	Apply for an Access NI check online and provide the relevant ID without delay.
6.	Work on a rota basis to include evenings & weekends and public holidays	
7.	Ability to undertake Physical Intervention Training (MAPA)	Successful completion of MAPA course.

**THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**