# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Team Leader learning Disability or Older People

# Department: Adult Social Care and Health

# Grade: Single Status 7/8

# Responsible to:

# Responsible for:

# Purpose of the Role:

**East Sussex Community Support Service (ESCSS)**

East Sussex Community Support Service (ESCSS) provides services to adults with a diagnosed learning disability from the age of 19+, to people living in the community, either in their own home or Supported Living. ESCSS is a county wide 24/7 service.

Team Leaders/Senior Support Workers are responsible for the induction, training, supervision and development of support workers to ensure they are meeting the care and support needs of clients receiving a service. The service provides whole life support. For example, this could be supporting an individual with personal care or attending a medical appointment, helping them budget plan and food shop or support an individual to learn to undertake their own domestic tasks or attend a recreational activity or interest or being in their home with them so they are safe.

Team Leaders/Senior Support Workers co-ordinate and plan rotas to enable staff to attend visits/ provide background support to people to help them with specific tasks or outcomes. Support Workers are involved in supporting individuals, predominantly on a one-to-one basis to live their whole life and be as independent as possible and achieve their life goals. Team Leaders/ Senior Support Workers will monitor and observe staff practice to ensure support is provided appropriately and to a high standard, role modelling good practice. You will be involved in client support planning, along with relevant risk assessments and Health & Safety duties, including acting as controller of premises as delegated by or in the absence of the Service Manager.

As a Team Leader you will take on a duty role whereby you are responsible for the effect deployment of staff and the day-to-day running of the service or supported living scheme(s). Dealing with anything that arises, ensuring the smooth running of the service, reporting to the Service Manager as required.

# Key tasks:

1. Have lead areas of responsibilities in key compliance areas and formulate reports to inform manager.
2. Lead and coordinate a staff team.
3. Liaise with other professionals, attending reviews and prepare reports.
4. Chair team meetings as required.
5. Identify and monitor clients and to ensure their changing needs are met.
6. Review clients current service offer and liaise with services as required.
7. Promote client involvement in all aspects of their care and supporting them to make informed choices.
8. Provide appropriate information for the client data system and maintain written and computerised records.
9. Monitoring records and ensuring information is appropriate and up to date.
10. Lead on risk assessments and health and safety matters including incidents and safeguarding as required.

**Addendums to progress to Single Status 8**

1. Line manage staff to ensure training and development needs are met.
2. Be responsible for work and allocation of staff if required.
3. Support with the selection, recruitment and induction of staff, and ongoing training and development.
4. Lead on HR matters in line with policies and procedures.
5. Representing the service at multidisciplinary meetings.
6. Deal with new referrals.

# PERSON SPECIFICATION

# Essential education and qualifications

* Lead Adult Care Worker Level 3 Apprenticeship or equivalent, or willingness to complete.
* Level 2 Maths and English or ability to pass an assessment as part of the selection process

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to work as part of a multi-disciplinary team.
* Ability to identify needs and support required.
* Ability to promote and monitor good practice.
* Organisational skills and time management of self and others.
* Effective verbal and written communication skills.
* Ability to plan, review and develop packages of support.
* Ability to use initiative.
* Ability to identify and manage risks.
* Willingness to participate in training and development programmes.
* Ability to manage staff resources.
* Ability to adhere to and apply policies as appropriate.
* Informal care experience
* Ability to demonstrate how the travel requirements of the role will be met.
* Demonstrate values such as kindness and compassion in all aspects of your work.
* Ability to reflect on own practice and be willing to learn.
* Self-motivated, with the ability to motivate and encourage others.
* Ability to work flexibly to meet the demands of the service.
* Ability to remain calm when demands are conflicting and competing.
* Ability to act as a role model to staff.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Basic IT skills.
* Care Certificate.
* Awareness of the Care Quality Commission (CQC) and their standards.
* Awareness of Health & Safety issues.
* Knowledge of Safeguarding Vulnerable Adults.
* Experience of staff supervision, recruitment, training, induction and appraisal.
* Experience of working in the care sector.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No/Yes |
| Lone Working | No/Yes |
| Working at height | No |
| Shift / night work | Yes |
| Working with hazardous substances | No/Yes |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No/Yes |
| Exposure to blood /body fluids | Yes |