

**Job Title: Supported Living Activities Team Leader**

**Job Purpose:**

Responsible for the delivery of support across community locations to enable customers to live independently, comfortably, and securely whilst promoting a person-centred approach supporting, monitoring and reviewing their needs with a specific focus on their engagement in educational, social, recreational, voluntary and work opportunities

**Specific Duties:**

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| **Service Delivery**  |
| 1. To undertake personal support and daily living tasks as agreed with the customer, their family and professionals involved with the individual support plan.
2. To provide support to customers to help develop and maintain a healthy lifestyle
3. To provide support to customers to help develop and maintain good physical wellbeing
4. To assist customers with access to public transport
5. To assist customers with identifying, locating and maintaining employment, educational, social and recreational opportunities
6. To develop and maintain a presence in the community, supporting customers to access a range of local services with a view to increasing their personal strengths and resources
7. To support customers to maintain and develop a variety of relationships (i.e., families, friends and professionals)
8. To support customers to use technology supporting their independence
9. Monitor, review and evidence person-centred outcomes. Feedback regularly to colleagues, managers and other professionals.
10. Be alert to and report any issues that arise to your Line Manager in relation to customer safeguarding and customer welfare.
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| **Support / Communication** |
| 1. Work closely with the customer and key worker / family to promote and encourage independence
2. Work closely with the customer and key worker / family to develop and implement a healthy lifestyle programme
3. Work closely with the customer and key worker / family to develop and maintain good physical well being
4. Work closely with the customer to access public transport
5. Work closely with the customer and key worker / family to identify, locate and maintain employment, educational, social and recreational opportunities
6. Work closely with the customer and key worker / family to use technology
7. Communicate effectively with customers, volunteers, families / friends and other staff members.
8. Communicate regularly with your Line Manager regarding changes to the customer’s wellbeing, behaviour or circumstances.
9. Contribute to customer reviews, providing meaningful feedback and an assessment of their progression.
10. Promote a safe working environment by following all health and safety procedures. Ensure all risk assessment procedures are completed / followed as directed and complete appropriate paperwork for accident recording.
11. Work in accordance with all regulatory and quality frameworks adopted by The Apuldram Centre. Follow all policies and procedures and ensure that all necessary paperwork relating to the care and progression of customers is up to date.
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| **Personal Accountability** |
| 1. Act professionally and work co-operatively as a member of a staff team and contribute to a culture of open communication, to include constructive feedback for self and colleagues. Participate in staff meetings as required making a constructive contribution.
2. Remain up to date with relevant legislation, organisational procedures, policies and professional codes of conduct.
3. Undertake ad-hoc projects as directed by management from time to time.
4. Attend all training courses as directed and be responsible for maintaining and improving own knowledge, skills and professional development through experience and training.
5. Be willing to work flexibly in order to meet the needs of the service with the expectation of working evenings and weekends
6. Undertake any other duties that reasonably fall within the scope of the job role as and when required to ensure the safe and smooth running of the Service
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**Person Specification**

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| **ESSENTIAL** | **DESIRABLE** |
| Good general standard of education to include numeracy, literacy and IT skills GCSE Grade C or equivalent | Recognised vocational qualification in health & social care. Level 3 or above |
| Previous experience of working in the voluntary and community sector, working with adults to maximise their independence and life opportunities.  | Recognised qualification in working with adults with a learning disability.  |
| Providing person-centred support to adults with a learning disability.  | Experience of providing personal care (paid or unpaid) |
| Understanding of the Mental Capacity Act |  |
| Good communication and interpersonal skills with friendly and engaging personality.Good written skills  | Experience of lone working and networking |
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| Commitment to learning, training and professional development. First Aid training |  |
| Full driving licence and access to a vehicle  |  |
| Able to work flexibly over 7 days (5 out of 7) including evenings and weekends |  |

**Key Competencies & Values Required for the Role:**

* Commitment to the safety and well-being of the customer and demonstrate an understanding of safeguarding adults
* Commitment to making a difference to the customers lives by understanding their aspirations and what matters to them
* Commitment to equal opportunities and show value and respect for everyone.
* Commitment to act with integrity, compassion, humility and honesty at all times
* Ability to motivate and communicate effectively with a range of people using interpersonal and influencing skills.
* Ability to work flexibly and creatively with customers with a learning disability.
* Ability to self-motivate, plan and prioritise a range of responsibilities.
* Ability to maintain confidentiality.
* Ability to complete and maintain accurate records.