



Fairdeal
my support my choice

Fair Deal Job Description

Post:	Team Leader
Duration:	Permanent
Responsible To:	Chief Executive
Hours Of Work:	35 hours per week (This will include on-call evening and weekend cover.)
Salary:	£25,000 to £27,810
Conditions:	See Detailed Contract of Employment

Introduction:

The Team Leader individual support will manage and develop highly individualised support services. This will include the development of individualised support arrangements.

Main Objectives of The Post:

1. To assist in the design and development of new and existing services to creatively meet the support needs of people with learning disabilities
2. To provide positive leadership and management which enables small teams of co-workers to deliver and continually improve high quality support in line with people's needs, agreed outcomes, aspirations and individual budgets.
3. To ensure all services are managed within the policies, practices and quality assurance systems of Fair Deal's operating within the National Care Standards, Codes of Conduct and Health and Safety legislation.

For People Fair Deal Support and Their Families and Representatives

1. Develop individual person centred planning processes that ensure that each person's support is outcome based, tailored to their individual requirements and delivered within their individual budgets.
2. To ensure that individuals are provided with the best possible support and opportunities to enjoy a fulfilling lifestyle within safe parameters, ensuring that any risk issues are fully addressed.
3. To creatively develop local community support networks and individual support circles that, where possible, reduce the dependency of individuals on paid support.
4. To promote a positive culture and processes that enable people supported by Fair Deal (and their families/representatives) to understand their support options and participate appropriately in all decisions effecting their support.
5. To ensure that all individual services are regularly reviewed to monitor the quality of support provided and ensure they are responsive to changing needs, wishes, aspirations and opportunities.
6. Identify and work to fill gaps in community support and networks that will increase choice and reduce isolation for people using FD services

For People Who Are Potentially Wishing To Use Fair Deal's Support Services (and Their Families And Representatives):

1. To ensure that good quality information is available locally to people who may be interested in using Fair Deal's support services.
2. To meet with people who potentially wish to use Fair Deal's support services (and their families/representatives) and discuss the service which Fair Deal can offer and the options that may be available within the geographic area.
3. To design and develop individual Outcome Based Support Plans in line with people's individual budget and personal requirements.
4. To liaise effectively with Glasgow City Council staff and other multi-agency representatives in relation to support applications/referrals.

With Workers:

1. To participate in and sometimes co-ordinate person centred recruitment and deployment of contracted and agency workers to ensure effective support delivery.
2. To manage local induction, supervision and performance appraisal of workers.
3. To lead, supervise and manage small teams of co-workers to competently deliver high quality outcome based support to individuals (This will include provision of 'out of hours' support).
4. To help all co-workers and teams operating to confidently support people in a person centred way and ensuring that workers have the

specific knowledge and skills to meet the individual requirements of the people they support.

5. To develop a culture of creativeness, openness and professional accountability in line with the Codes of Practice for all social service workers.

Operational Management:

1. Work in close partnership with the Chief Executive to develop local practice, systems and procedures that reflect personalised individual support services with appropriate accountability for both individual and service budgets.
2. Manage the service within the operational procedures of Fair Deal to meet National Care Standards, Health and Safety legislation and requirements of the Care Inspectorate.

General:

1. Liaison with relevant professional agencies in the area and in particular work closely with Council Care Managers and commissioning staff.
2. Work in partnership with other agencies, individuals and community groups to maximise community opportunities for people who Fair Deal supports.
3. Being accountable for the quality of your own work and learning, thereby maintaining and improving knowledge and skills, while at all times operating within the Codes of Practice for social service workers.
4. Providing oncall cover in evenings and at weekends on a rotational basis.

The Job Outline is indicative of the nature and level of responsibility associate with the post. It is not exhaustive and the post holder may be required from time to time to undertake such other reasonable duties as may be required by the Board.

Qualifications and Experience

Additional Information

- It is essential that an SVQ 3 in Social Services and Healthcare is held.
- All employees will be expected to apply for and maintain their Registration with the SSSC at the appropriate time, as specified by the SSSC, and to ensure they comply with the SSSC Code of Conduct.
- Full Driving licence and access to own car for business purposes is desirable.

- All staff must familiarise themselves with all the Policies and Procedures of Fair Deal and work within both procedural and legal frameworks including Health and Safety and Equalities. In particular, all staff have a duty to ensure they comply with requirements under the Protection of Vulnerable Adults and Children.
- Applicants should have at least 2 years' experience in a Social Care setting with line management experience desirable.

PERSON SPECIFICATION - TEAM LEADER

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	Two years previous experience in a Social Care services setting	<ul style="list-style-type: none"> • Working with people who present challenge. • Experience of line managing staff. • Experience of resource management within a social care setting
Education, Qualifications and Training	SVQ 3 in Social Services and Healthcare.	Recognised qualification e.g. RMH/RNMH, Dip SW, CSS,
Value Base	<ul style="list-style-type: none"> • A belief in inclusion, evidenced through work practice or personal experience • A desire to ensure people supported are at the heart of decision making • Commitment to the principles and practices of continuous improvement 	
Skills, abilities and knowledge	<ul style="list-style-type: none"> • Ability to plan and prioritise workload • Ability to motivate staff • Ability to write support plans • Ability to draw up and adjust rotas as required • Understanding of budgets and resource management systems • Knowledge and experience of Microsoft Office packages 	

Interpersonal and Social Skills	<ul style="list-style-type: none">• Good communication skills• Ability to liaise effectively with a range of stakeholders• Promote the organisation positively• Creative thinker and problem solver	Full Drivers Licence and car owner
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