

Job Description & Person Specification

Post:	Temporary Team Leader
Accountable to:	Supported Living & Community Support - Locality Manager/Service Manager

Ategi is a not-for-profit organisation offering support services for adults with additional needs across Wales and England. Their current services include Shared Lives, Supported Living, and Community Support.

Job Purpose:

To provide hands on support and work alongside the Locality Manager/Service Manager to manage the staff team and work with an individual we support within the philosophy, procedures and established values of Ategi.

To ensure the individual we support are enabled to participate in society through a lifestyle based on personal choice and to place the needs of the individual at the centre of all work undertaken.

To work alongside the Locality Manager/Service Manager and colleagues to prepare and monitor support plans to assist in supporting the individual to develop and experience new opportunities within the wider community.

To promote the standards for effective team working to enhance staff contribution to the service and people's lives and to act as a role model, ensuring staff work to national regulatory standards and code of conducts.

Principal Accountabilities

Individual supported:

1. To work creatively and appropriately with the individual, continually encouraging the individual to seek opportunities that are of interest to him. To promote independence and develop skills and support the individual in achieving goals.
2. To support the individual to exercise the rights and responsibilities and to make own choices.

3. To support the individual both inside and outside of the home with all tasks related to daily living, including assistance with meal preparation, housekeeping and managing money.
4. To accompany the individual in the community and where needed to provide assistance and support for activities such as shopping, leisure and attending appointments.
5. To provide assistance with personal care and administration of medication as required.
6. To foster and maintain positive links with family, friends and other external agencies (as agreed with the individual) and to support and encourage the individual to develop and maintain their relationships.
7. To work with the Locality Manager/Service Manager and staff to contribute to the planning, implementation, review and ongoing development of person centred support services.

Service management:

1. To take the lead in the induction of new staff related to the service to ensure they will work adhering to organisational and legal practices, policies, procedures and systems.
2. To organize, attend and contribute to team meetings.

Administration and record keeping:

1. To participate in the development of the individual's support plans through a process of implementation, monitoring and review.
2. To conduct effective risk assessments with individual and ensure risk management is monitored for the service.
3. To ensure the home of the individual we support are safe by co-ordinating health & safety checks, repairs and maintenance and to notify these to the relevant parties.

4. To ensure you have full knowledge and understanding of all necessary record keeping and that this is maintained.
5. To assist the Locality Manager/Service Manager in the effective implementation and maintenance of rota to meet the needs of the individual we support and the staff teams.
6. To assist the Locality Manager/Service Manager to develop systems that ensures fair delegation of duties and proactive support for less experienced staff and colleagues to develop their skills.
7. To ensure accurate records of individual's finances, where managed, are up to date.
8. To maintain confidentiality at all times, respecting the need to share information with your Locality Manager/Service Manager.
9. Highlight any concerns in the delivery of support and or management of staff to the Locality Manager/Service Manager.

Management / Organisational Policy and Procedures:

1. To ensure that you and your staff team work within the agreed guidelines for the individual who receives support and to adhere to the core values of Ategi in all work undertaken.
2. To ensure that you and your team understand and support the aims and values of the organisation when dealing with the individual and colleagues and to support and carry out Ategi's policies and procedures to promote the aims of the organisation.
3. To demonstrate a commitment to maintain equality and diversity in all aspects of the work.
4. To work with the Locality Manager/Service Manager to actively contribute to the continual development and quality of the service.

5. To communicate effectively, maintaining good working relationships and promoting an atmosphere of support and encouragement.
6. To ensure complex problems and issues are referred to a more experienced and/or senior member of staff if the situation requires specific expertise.
7. In the absence of the Locality Manager/Service Manager take on responsibilities as directed by the Head of Services.

Self-Development:

1. To participate in training and development activities relating to legislative requirements\standards for the organisation and to support the co-ordination of the training and development needs of your team members.
2. To comply with current legislation with regards to training and to participate in regular supervision and support sessions.
3. To comply with the standards of conduct and practice set by Skills for Care and/or any other regulatory body.
4. To comply with duties placed upon employees by Ategi's Health and Safety Policy and related procedures. To act in accordance with all instructions, information and training supplied in relation to those duties.
5. To work flexibly, being prepared to take on other duties and additional responsibilities in relation to your role that may from time to time be required. Such responsibilities may be of a short term 'cover' nature or may be of a longer duration.
6. As required, to take the lead on specific projects. That might include undergoing appropriate training, sharing knowledge with others and meeting agreed outcomes that contribute to the development of the service and team.

This job description is not an exhaustive list of duties, but a guideline to indicate the main area of your responsibilities and is of course subject to periodic review in order to meet the ever changing needs of the service and organisation.

Person Specification

Experience	Essential	Desirable
Experience in developing positive working relationships with a wide range of individuals & groups along with experience in managing staff	✓	
Experience working in Health & Social Care or in similar sectors	✓	
Be able to write and maintain accurate records of activity for monitoring purposes /Administration related experience	✓	
Qualifications		
Level 2 in Health & Social Care (or similar qualification) or be willing to work towards completing level 2 in Health & Social Care.	✓	
Ability to demonstrate continuous professional development		✓
Personal Qualities		
Must be able to work under own initiative	✓	
Have strong personal values, leadership qualities - having consideration and showing respect for others	✓	
Good communication skills, both orally and written and be able to communicate effectively with the people we support and members of the community	✓	
Ability to relate well with individuals and to promote equal opportunities and respect diversity	✓	
Have an interest in hobbies and leisure activities and a willingness to share these with others	✓	
Be friendly, helpful, kind, caring, honest, and patient	✓	
Have a full clean UK driving licence	✓	
Welsh language		✓