



Role Profile

Job Title: Senior Lead	Grade/ Level: M 1	Post Number: SO 00045
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Directorate: Commissioning	Job Family: Adult Social Care	Date Prepared: September 2016
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Role reports to (Job Title): Registered Manager
*Please attach an organisation chart showing where this job reports within the structure.

Job Purpose:

Undertake the duties required to support the management of the Swindon Short Breaks Service 'Firethorn' offering respite opportunities for adults with a learning disability in Swindon.

Key Accountabilities:

- Provide person centred, outcome focused, support plans, risk assessments for adults with a learning disability which are accessible and understood by all staff.
- Ensure that the most suitable and effective communication methods for the people we support are understood, and utilised by support staff, therefore ensuring that they are supported to make informed choices and to live the lives they wish to lead.
- Ensure that therapeutic programs of health professionals are understood and implemented as planned.
- Ensure that the local community is mapped and the people we support are as involved in their communities as they wish.
- Organise and maintain high quality levels of support by deploying staff as necessary to meet the service needs, including awake or sleep-in night cover, weekends and bank holidays.
- Liaise with maintenance and support manager to ensure a safe living environment is maintained.
- Liaise with families, care managers, advocates and health professionals to ensure the highest quality of support is available for each person we support.
- To ensure that all records are maintained, are clear and easy to follow as required by the individual service, maintaining rights to privacy for the people we support, dignity and confidentiality.
- In liaison with support manager have full involvement in recruitment, staff local induction, supervision, appraisal of staff and escalate any performance or sickness issues to the support manager.
- Act as a role model in all aspects of the role, setting a positive example for others to follow.
- To oversee the skills for care and probation completion of support staff, escalating any concerns to the support manager.
- To identify training needs of staff and empower staff to access training opportunities, whilst ensuring compliance with statutory and mandatory training of support staff, support manager to identify support workers who have skills and competencies for QCF Diploma 2/3.

- To support colleagues to attain QCF qualifications.
- To organise and lead, where required:
 - Team meetings,
 - Carers meetings / Coffee Mornings,
 - Bi-Monthly reviews,
 - Care managers assessments,
 - Annual assessments,
 - Service User audits/surveys.
- With support from manager, be involved in CQC inspections, audits, surveys and quality evaluations of the service.
- Ensure all incidents, accidents and near misses are reported in accordance with policies.
- Ensure all suspected or disclosed abuse is reported immediately to a senior manager and appropriate safeguarding action is taken.
- Be involved in working groups as required by manager.
- Take responsibility for additional assigned tasks determined by senior staff or line manager.
- To support line manager in budget management.
- To work with a flexible approach to hours in order to meet the needs of the service, including weekends and bank holidays.
- Maintain appropriate records as required.
- Ensure that financial policies and procedures are complied with, including any petty cash, the people we support monies, other cash and inventories.
- Produce written records and reports as required.
- Attend meetings, conferences and training events as agreed.

Job Scope: No & type of jobs Managed:	Job Scope:
Supervision of support staff needed	Budget: None
Typical tasks supervised/allocated to others:	Assets: None

Knowledge & Experience:

Education and Qualifications
 NVQ Level 3/Level 3 Diploma in Health & Social Care, or commitment to achieve in reasonable time.
 Good literacy skills.
 Good numeracy skills.
 Eligible to work in the UK.

Health and Social Care
 Fitness to work including:
 Ability to provide original information and documents required by the Health and Social Care Act 2008.
 High integrity and good character.
 Physically and mentally fit for the purpose of work.

Care and Support

Understanding of the objectives contained in 'Valuing People'.
Understanding of, and commitment to, Person Centred Planning.
Ability to implement and review care and support plans.

Skills and Abilities:

Ability to communicate effectively verbally and in writing.
Team working skills
Good numeracy skills and use of word processor and database IT

Contacts and Relationships:

Ability to motivate and influence
Highly developed inter-personal and motivational skills.
This role requires contact with external agencies, partners, families and service users as well as working with Care Managers from the Social Care Joint Community Teams.

Safeguarding - Children & Adults

This organisation is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.

Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and other safeguarding policies and understand their role with those Policies.

THIS POST IS SUBJECT TO A FULL DISCLOSURE AND BARRING SERVICE CHECK. THIS WILL BE REQUESTED SHOULD YOU BE APPOINTED TO THE POST.

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.