

ADULT COMMUNITY SERVICES**TEAM LEADER, ADULT DISABILITY SERVICE****BAND 5****JOB DESCRIPTION****JOB SUMMARY:**

The post holder is a member of the adult disability service that supports people with a learning disability. The post holder can be based in a variety of settings including residential homes, supported living, short break service and the outreach team.

Staff are required to work a shift system that offers support 24 hours a day.

Staff are involved in all aspects of maintaining the area using the active support model, this may include cleaning, shopping, washing ironing, cooking etc. Service users will be encouraged to participate in these activities with the staff.

Staff are expected to hold a driving licence and be prepared to drive service vehicles. The Manager can apply a level of flexibility with this requirement.

Band 5 staff are expected to be able to co-ordinate and lead a team within the service, and also develop and implement programmes of care and support.

RELATIONSHIPS:

- To participate as a team member supporting relatives and friends of the service user.
- To undertake the role of health promoter and educator for service users and their families/significant other.
- To co-ordinate complex care arrangements through communication with multi-disciplinary team members and associated agencies.
- Ensure that professional and respectful communications and relationships are developed and maintained.

MAIN DUTIES AND RESPONSIBILITIES:

Clinical responsibilities

- To assess, develop, implement and evaluate programmes of care and support.
- To autonomously initiate crisis management as service user need dictates.
- To provide planned care and support autonomously within level of the post holders experience, referring to a more senior member of staff if necessary.
- To maintain accurate records, both electronic and paper, of the care/ support given in accordance with standards.
- To act in accordance with the standards, codes and guidelines laid down by the post holder's regulatory body and HSC where appropriate.
- Demonstrate evidence based practice.
- Safeguard service users in accordance with organisational policy and guidelines.
- To work independently within appropriate guidelines and protocols.
- To undertake the shift leader responsibility.
- To manage service user's medication as described within the Adult Disability Medication Policy.
- To participate and attend in activities that promote health and wellbeing. For example, horse riding, gym and swimming activities.
- To support and accompany service users with person centred social activities.
- To carry out risk assessments to maximise service-users opportunities.
- To work in accordance with the States of Guernsey Service Policies, Procedures and Standards.
- To attend for duties at times stated on the Duty Roster, and be aware this maybe changed at short notice dependant on service user need. The post holder will undertake shift work that may include a variety of shifts across a 24-hour period dependant on area.
- To accept redeployment, at times of staff shortage etc. to any other area of the service and undertake duties as delegated by the manager of the area.
- To undertake such other duties as appropriate to your responsibilities, grade and ability as directed by manager.
- To work in accordance with the HSC 20/20 vision and disability and inclusion strategy.

- To take all possible steps to safeguard policy the welfare and safety of service-users, colleagues and self, in accordance with Health and Safety at Work (General Ordinance, Guernsey 1987).
- To follow appropriate moving and handling techniques in the work area whilst maintaining health, safety and security of others.
- To comply with principles contained in the Data Protection Law (Bailiwick of Guernsey 2001)
- To ensure compliance with policies established for the Health and Safety of the service users and staff.

Training and education

- To participate in own supervision with manager and provide junior staff with formal supervision.
- To complete training and support staff in safe moving and handling techniques.
- To participant in contributing to the continuing development of the service philosophy, training/education.
- To undertake annual mandatory training that is deemed essential to role.
- To maintain and develop own skills to promote evidence based practice within scope of practice.
- To participate in own annual appraisal.
- To assist in the learning, development and assessment of junior staff.
- To assist in the induction process for new staff.
- To deliver training/mentorship within own team.
- Provide active support and assistance to the support staff and where necessary one to one coaching.

Leadership/managerial

- To purchase goods and services as deemed appropriate to the needs of the service user.
- In liaison with line manager, gain experience in providing leadership to junior staff.
- To co-ordinate and lead a team.
- Undertake rota management.

- To be able to manage accidents/incidents on the approved incident report system following HSC policies and procedures.

Communication

- Independently liaise and communicate effectively with members of the multi-disciplinary team and other associated agencies.
- To be able to deal with conflict and resolving service user related problems or referring to appropriate professionals or agencies.
- Provide and receive complex, sensitive or contentious information.

Audit/information technology/research activity

- To participate in audits as required.

REVALIDATION:

- In accordance with States of Guernsey legislation and the HSC procedure the Registration of Health and Social Care Professionals (COR001), all nurses and midwives who are States of Guernsey employees, contractors, agency workers or in any other capacity are practising as a nurse or midwife are required to have effective registration with the (UK) Nursing & Midwifery Council (NMC).
- In order to maintain effective registration with the NMC you must adhere to the Council's requirements for Revalidation.
- You must proactively manage all aspects of your Revalidation requirements including keeping an up to date portfolio and proactively seeking out opportunities for reflection, continuing education and professional growth. You must be proactive and cooperative in the appraisal and confirmer processes
- You must assist colleagues with relevant aspects of their Revalidation. This includes but is not limited to teaching, providing support and opportunities for Facilitated Reflective Practice, participating in professional discussions and providing constructive feedback. Depending on your level of experience and seniority the organisation may also require you to act as a Confirmer.
- If you are unable to meet any aspect of the Revalidation requirements or this element of your Job Description or you require additional support it is your responsibility to escalate this immediately to an appropriate senior nurse or midwife.

KEY CRITERIA:

MINIMUM QUALIFICATIONS:

1. Registered health or social care professional
2. Degree in health and social care plus proven experience of supporting people with a learning disability.

ESSENTIAL:

3. Good IT skills
4. Excellent verbal and written communication.
5. To hold a valid driving licence (this may be negotiated with the manager dependant on area.)
6. Leadership skills.
7. Caring and empathetic nature.
8. Understanding of learning disabilities and/or willingness to learn.