

ADULT COMMUNITY SERVICES

ADULT DISABILITY SERVICE - AUTISM HUB MANAGER

BAND 7

JOB DESCRIPTION

JOB SUMMARY:

- To be responsible for the day to day management of a caseload of service users and staff team/s within the adult disability service with the philosophy and policies of the Service and Health and Social Care Committee.
- To be accountable for the ongoing review, monitoring and updating of care programmes, ensuring they are based on the assessed needs and expressed wishes of the service user, as stated in their person centred plan and for ensuring that care is delivered in accordance with professional and service standards.
- To be responsible and manage the allocated budget as delegated by the service manager, Adult Disability Services.
- The post holder will manage a staff team supporting service users within their own homes Support is provided to service users to meet their physical, social, intellectual emotional and sensory needs. This may include additional mental health issues, behaviours that challenge services.

RELATIONSHIPS:

- To promote a positive image of the adult disability service to the local populace, visitors, potential recruits and other professionals and when acting as a representative of the Service elsewhere.
- To support service users to maintain their own homes.
- To liaise with other professionals, groups or individuals associated with learning disability and autism services, in and outside of the HSC as agreed with service management.
- To welcome relations and friends and encourage close contact between them and the service user.

- To ensure that relationships with individuals are professional, warm and supportive, respecting at all times the individual's needs and preferences.
- To ensure good communication with and between staff and regularly co-ordinate staff meetings.
- Effectively work with others during times of change to overcome problems.

MAIN DUTIES AND RESPONSIBILITIES:

CLINICAL RESPONSIBILITIES

- To act as an autism expert within own clinical area and with other professionals/agencies.
- To co-ordinate the assessment of service users with complex care needs including individuals with undifferentiated and undiagnosed conditions.
- To co-ordinate the development, implementation and evaluation of programmes of care for service users with complex care needs.
- To co-ordinate risk assessment processes to determine risks to the health and well-being of service users with complex care needs, taking relevant action to minimise these risks.
- To be responsible and lead on the ongoing review, monitoring and updating of care programmes, ensuring they are based on the assessed needs, evidence based and expressed wishes of the service user, as stated in their person centred plan and for ensuring that care is delivered in accordance with professional and service standards.
- To lead a team of staff in emergency and other acute situations, ensuring that the service user needs are met and that significant others are supported.
- To utilise information and data from a range of sources to identify service user problems and guide decision-making processes.
- To ensure that service user involvement is promoted in the planning, delivery and evaluation of care and that their wishes, beliefs and dignity are respected at all times.
- To ensure that all staff members liaise and communicate effectively with members of the multidisciplinary team and other agencies involved in the care of the service user.
- To act in accordance with the NMC professional code of conduct, and other professional standards set by the NMC.
- To ensure that professional standards are upheld by the staff members working within the post-holder's sphere of responsibility.
- To report and manage untoward occurrences, accidents and complaints to the Service Manager and implement change where needed.

- Within field of expertise, and organisational policy, request specific clinical tests to establish a diagnosis.
- To work flexibly in meeting the needs of the service required and as stated in the Duty Roster

TRAINING AND EDUCATION

- To co-ordinate the promotion of the health and well-being of service users and their significant others, ensuring that health promotion is incorporated in the planning and delivery of care.
- To co-ordinate the development of programmes of learning to meet the educational needs of all staff.
- To act as a mentor/preceptor/supervisor to students and other learners within the practice setting.
- To ensure that supervision is implemented within the area.
- To have an excellent understanding of current practice, initiatives and developments within services for people with learning disabilities and autism.
- To maintain own continuing professional development needs. The post holder should be willing to work towards a post graduate qualification.
- To ensure that the environment is conducive to quality learning and assessment.
- To identify the training and educational needs of staff.
- To deliver training to staff groups within and outside ADS where needed. To undertake in-house annual mandatory training in Manual Handling, Basic Life Support, Fire Safety and AED training.
- To participate in staff development and training programmes by attending and contributing to workshops, training courses, and seminars when required.
- To undertake the role of Assessor and/or Internal Verifier for the NVQ programme and/or mentor for the BTEC in positive behavioural support.
- To contribute to writing and reviewing policies and procedures within HSC and the Adult Disability Service.
- To be conversant with the requirements of legislation in so far as it affects people with a disability.

LEADERSHIP/MANAGERIAL

- To lead staff teams, ensuring that clear systems of communication are developed within the teams and any work-related issues raised by the teams are addressed.
- To act as a professional role model for all staff, promoting high standards of practice and strong professional values.
- To ensure team members are aware of organisational objectives, policies and procedures and the implications they have for their practice. Monitor the implementation of organisational policies and procedures.
- To ensure that all staff undergo the professional development review process and that staff with performance issues are appropriately managed to address their developmental needs.
- To provide sufficient resources, for the delivery of care, within the confines of an allocated budget.
- To lead in the recruitment and retention of team members.
- To monitor expenditure and report to the line manager any actual or potential deviations from the allocated budget.
- To ensure that there is an appropriate skill mix to meet the needs of the patients/clients.
- To act as a facilitator for person centred plans and lead on their implementation within area of practice.
- To monitor and manage staff sickness in accordance with the Managing Sickness Absence Policy. Initiate any processes to manage sickness that are deemed appropriate in policy.
- To accept redeployment to other areas of the Service when required and as negotiated.
- To be responsible for the safe keeping of petty cash and individual's monies, maintaining accurate records of the use of such monies.
- To manage staff teams annual leave, maintain staff records and provide specific information on request.
- To take all possible steps to safeguard the welfare and safety of people supported by the team, staff and not least oneself, in accordance with the Health and Safety at Work (General Ordinance) Guernsey 1987, ensuring the ongoing application and updating of risk assessments of activities involving staff and service users.
- To provide monthly and annual reports including business plan to the Service Manager.

COMMUNICATION

- To communicate effectively with Service users and their significant others, taking into account their cultural background and cognitive functioning.
- To communicate clearly with all members of the multidisciplinary team, demonstrating sensitivity to cultural and language differences.
- To manage conflict between individuals, including staff, patients/clients and their significant others.
- To act as an advocate for service users, significant others and staff members.
- To ensure written paper and electronic communication complies with organisational and professional standards.

AUDIT/INFORMATION TECHNOLOGY/RESEARCH ACTIVITY

- In conjunction with the audit department/practice development lead, co-ordinate audit activity within the practice setting.
- To ensure that staff are aware of the critical incident reporting system to document actual or potential risks impacting on the quality of service user care.
- To utilise data from service user feedback, critical incident reports and service user complaints to make changes in working practices.
- To actively promote evidence based practice in own and the practice of other members of staff involved in the care of the patient/client.
- To take a professional lead in developing practice, ensuring that new initiatives are incorporated within the working practices of all staff.
- With training, access organisational electronic information systems relevant to the role.
- To modify, structure, maintain and present data and information in electronic and paper format.
- Actively participate in the development of services for people with learning disabilities and autism on Guernsey.

KEY CRITERIA:

MINIMUM QUALIFICATIONS

- Registered Health or Social Care Professional e.g. Nurse, Speech and Language Therapist,
- Occupational Therapist or Registered Behaviour Technician.

- Teaching/Mentoring qualification.
- Diploma in a related field.

FULL QUALIFICATIONS

- Level 3 Certificate in Assessing Vocational.
- Achievement or equivalent (D32/33, NVQ A1).
- Degree in a related field.
- Management Qualification.

KEY COMPETENCIES:

- Excellent knowledge of autism theory, practice and research.
- Good IT skills.
- Excellent verbal and written communication.
- To hold a valid driving licence (this may be negotiated with the manager dependant on area).
- Leadership and management skills.
- Caring and empathetic nature.