



## Job Description

<b>Role</b>	Team Leader Support (Driver)	<b>Employment Type</b>	Permanent – Full Time
<b>Location</b>	Northampton and surrounding area	<b>Reports To</b>	Registered Manager

All applicants are considered based on their experience and qualifications and in line with our equal opportunities policy.

### **Purpose of the Role**

Personalised 4 Autism supports individuals across the autism spectrum with a wide range of needs and may also have other medical needs such as epilepsy. The aim of our Team leader support workers is to assist the manager in the effective running of the service and assume delegated responsibilities such as promoting development of staff through training, and regular supervisions. While leading by example with the support provided with person centred planning at its core. Each of our clients are unique and their needs all differ, this may include help with day-to-day tasks, taking medication, personal care, accessing the community, and seeking employment opportunities. This is in an overview of the role and is not an exhaustive list of the duties. There are other activities that will fall within a reasonable scope of the role and over time this may be subject to change and may evolve depending on the people we support.

### **Overview of Responsibilities**

- Complete regular supervisions, appraisals, probation, investigation etc. meetings with staff under your supervision in line with the company's policy and procedures.
- Identify development needs and coordinate and deliver training to those under your supervision and ensure that all learning is implemented within the service.
- Monitor the expenditure of the location under your supervision ensuring that all expenses are within the agreed budgets and are the most cost-effective solution.
- Enable Individuals to achieve independence as far as possible in all areas of their life by providing appropriate information and support (practical and emotional) to make choices in areas such as running of their own homes, finances, personal goals and the support we provide acting as a key worker.
- Create opportunities for social and leisure activities encouraging individuals to present themselves as valued members of the local community as well as supporting individuals with communications with other organisations.
- Apply appropriate intervention techniques for the protection and safety of the individual being supported and others during times of anxiety.
- Support individuals to take any prescribed medicine or personal care where required ensuring company procedures are followed and records are maintained.
- Provide a safe and comfortable home for the individuals we support, provide first aid, lead on health and safety assessments, fire drills and audits and ensure procedures are followed by all staff and maintenance issues are raised.
- Take a lead role to ensure all records are maintained and updated accurately in line with company procedure including the care plans, incident reports, daily notes, as well as general administrative task for running of the service.



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- Ensure you and your team operate within and are aware of the company policies and procedures as well as assisting in the development of those policies and address any occasions when these are not being adhered too.
- Write individualised programmes, reports and care plans for the people you support and those supported by your team demonstrating the ability to deliver using Autism specific educational tools and equipment.
- Liaise with outside entities such as parents, social workers, medical professionals, local authorities, police force as required promoting good working relationships and a positive impression of the organisation. This includes attending “care reviews” and other meetings specific to the people you support and those supported by your team.
- Ensure the rights of the individuals we support, and colleagues' rights are always protected and treated with respect.
- Play an active role as part of the “on call” rota to provide advice and other needs, that may be required outside of the standard office hours
- Maintain confidentiality about individuals, colleagues and the company by ensuring all personal data is secure and security measures are followed.
- Actively seek and provide development opportunities beyond the compulsory training requirements and encourage a culture of continuous development by demonstrating enthusiasm in assigned training activities and additional development opportunities such as NVQ.
- Participate in regular supervision, annual appraisal, employee surveys, and promote policies and procedures throughout your activities.

### **Personal Specification – Values and Behaviours**

Our team must embody our core GROW values. These are Goal Focused, Respect, Ownership and Working together.

- Act with a high level of integrity in an ethical and professional manner, observing trust, honesty and reliability (Respect, Ownership)
- Ability to communicate effectively and sensitively with different people using a variety of methods including other professionals maintaining positive relationships to achieve the desired support outcome. (Goal focused, Respect, Working together)
- Ability to work on your own initiative in an organised and methodical approach to achieve desired goals. (Goal Focused, Ownership)
- Take personal accountability for developing knowledge and skills, maintain wellbeing, and personal resilience to enhance performance with an open view on learning. (Goal focused, Ownership)
- Ability to demonstrate empathy, compassion and understanding, with enthusiasm and a positive attitude towards the people we support and colleagues. (Respect, Working together)



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### **Experience and Attributes**

- Previous experience in a care-based setting of at least 3 years
- Working knowledge of Autism, Learning disabilities and mental health
- Previous experience in leading others
- Strong administrative/IT skills in relation to records.
- Reasonable English and numerical skills
- Must be over 18 years of age
- Qualified to a NVQ level 2 or above, in health and social care (must be willing to complete level 3 with 12 months)
- Full UK driving licence and access to a vehicle with business use insurance

### **Highlighted Working Conditions**

- The service we provide is spread across the Northamptonshire area and travel between individuals' homes or activities will be required with the possibility of transporting individuals to and from activities, appointments, events etc. The core areas covered are Northampton, Wellingborough, Towcester and surrounding towns, villages.
- The role will include being an active member of the "On call" service for out of hours support.
- Working patterns varies between the hours of 8:00 am till 18:00 pm including 1 in 4 weekends and public holidays with scope of additional sessions and "sleep in" opportunities with rota's available in advance.
- The role will involve some lone working with service users in either their home or in the community, however you will have access to support when on shift through our "on call" system.
- The role will include opportunity for further development with access to further qualifications, step experience and leading on location specific projects.

### **Employment Package**

- ✓ 28 days holiday (inclusive of bank holidays)
- ✓ From £TBC
- ✓ Average 37.5 hours per week
- ✓ Sleep in allowance
- ✓ 45p per mile mileage allowance
- ✓ Workplace pension scheme
- ✓ Recommend a friend scheme
- ✓ Cycle to work scheme
- ✓ Quarterly staff recognition awards
- ✓ Opportunity to complete related qualifications