

Job Description

Job Title:	TEAM LEADER (Assistant Manager)
Department:	Services
Place of work:	Scotland
Reports to:	Area Manager
Employees managed:	Support Workers and Senior Support Workers

Purpose of job:

The Team Leader is responsible for the management of a team of staff to deliver the support plan to the autistic person

Leading by example, the Team Leader is expected to support the Area Manager in ensuring that all staff are managed and supervised effectively and the highest level of autism specific practice and standards are maintained.

In the absence of the Area Manager, the Team Leader may be expected to take responsibility for the overall management of the service.

Principal contacts:

Internal: Autism Initiatives staff and Management Team

External: External agencies, statutory bodies, parents and carers.

Main duties and responsibilities:

- To assist in the development and implementation of a service development plan, in response to the needs of service users and the internal and external quality audit processes.
- To ensure the implementation, monitoring and review of support plans, to provide flexible services in line with identified need through the person-centred plan.
- To monitor, record and review outcomes relating to the person-centred plan.
- To participate in the assessment of need, development of support plans and intervention strategies.
- To produce reports and assessments as required.
- To ensure that communication systems within the service are used effectively and that appropriate communication is maintained with Autism Initiatives' external senior management.
- To continually seek to develop individual and team understanding of autism and ensure that this knowledge, positively influences autism specific practice in the service.
- To oversee the administration of medication and ensuring this, throughout the team, is in accordance with medical guidelines and organisational policy.

- To support the Area Manager in the Service User review process, ensuring that all information is disseminated throughout the team, changing support plans as required.
- To accompany Service Users in all activities relating to leisure, educational, community or family interaction, which may include holidays or extended trips away.
- To ensure policy and procedure in relation to Adult Protection is adhered to.
- To oversee in conjunction with the finance department, the administration, monitoring and operation of Service User's finance and petty cash systems.
- To ensure the staff team is managed in a way that will promote harmony and good teamwork.
- To ensure all staff meet the required standards of performance in relation to Autism Initiatives' philosophy, policies and appropriate external standards (Investors in People, Scottish Social Service Council Codes of Practice)
- To participate in the recruitment, training and retention of staff
- To conduct individual supervision and appraisals on a regular basis and in accordance with the organisation's standards.
- To ensure any grievance, complaint or disciplinary issue is actioned according to policy and in accordance with advice from the Human Resources department.
- To ensure that the development needs of staff are identified and monitored and that strategies are in place to address these needs.
- To support the Area Manager to maintain consistency of service delivery through the appropriate deployment of the staff resources.
- To liaise with external agencies as necessary (e.g. Care Inspectorate, SSSC, Environmental Health, Building Control and Local Authority contracts etc).
- To be on-call for the service on a rota basis as required.

As an employee of Autism Initiatives UK the post holder will also be expected to:

- ❖ Achieve and maintain appropriate registration with the Scottish Social Services Council (SSSC) within 6 months of commencement of employment.
- ❖ Hold, or be willing to achieve, an appropriate qualification to meet the SSSC's registration requirements within 5 years of commencement of employment.
- ❖ Contribute to the maintenance of a safe and healthy working environment.
- ❖ Successfully complete induction training and probationary targets.
- ❖ Contribute to the protection of individuals from abuse (sexual, emotional, physical, and financial).

- ❖ Positively promote professional and communicative relationships within the organisation, with colleagues, with other professionals and agencies, with families and the wider community.
- ❖ Positively promote the organisation, its services and the needs of people with autism in general.
- ❖ Fully participate in systems which ensure full attention to confidentiality, equal opportunity and anti-discriminatory practice.
- ❖ Seek to maintain and develop their own understanding of autism, its implications and appropriate interventions.
- ❖ Seek to develop own skills and undertake training as required by post.
- ❖ Promote professional standards of service delivery in accordance with policies and procedures.
- ❖ Ensure that all administrative functions appropriate to the post are carried out in accordance with stated policy and procedure and that appropriate records are maintained.
- ❖ Work with and contribute to the appropriate support of volunteers.
- ❖ Mentoring, guidance and support other staff with similar responsibilities.

These key tasks are not intended to be exhaustive but highlight a number of the major tasks and responsibilities of the post.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description, have to be undertaken.

These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent aspect of the job, it will be included in the job description in consultation with that post holder.

The job description may also be reviewed in light of changing service needs or developments in consultation with the post holder.

Person specification

Job title: Team Leader

Department: Scotland

Qualification:

Essential

1. SVQ 4 Social Services & Healthcare
OR
SVQ 3 Social Services & Healthcare AND PDA Supervision in Health & Social Care
OR
Hold a different qualification which meets the SSSC's registration requirements.
OR
Be willing to achieve a relevant qualification within 5 years of commencement of employment.

Knowledge:

1. Working knowledge of Autism Spectrum Conditions and person centred planning
2. Current legislation and regulations relating to social care sector (including Care Inspectorate)
3. Understanding responsibilities under the SSSC rules and Codes of Practice.
4. Understanding of the needs and rights of individuals
5. Project management within a social care setting
6. Multi-disciplinary working with people with complex needs
7. Management of operational budget

Skills:

1. The ability to use your own initiative, to organise and prioritise your own workload accordingly
2. To be flexible and proactive in problem solving situations
3. Excellent leadership and supervision skills, with a hands on approach
4. Communication and information management skills

General

To accept on call responsibilities