

JOB DESCRIPTION

POSITION:	TEAM LEADER
AT:	BRANCHES DAY SERVICE
RESPONSIBLE TO:	MANAGER

PAY	£8.87 – £9.48 PER HOUR
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1. ABOUT MENCAP IN KIRKLEES

We are a registered charity providing services to people with a learning disability who live in Kirklees.

2. **OUR VISION** is of a world where people with a learning disability are valued equally, listened to and included.

3. **OUR MISSION** is to:

- Support people with a disability across Kirklees, to fulfil their potential and lead happy and purposeful lives.
- Involve these people and their families, staff and other stakeholders in every aspect of the services and activities we provide.
- Campaign for change & improvement in the lives of people with a learning disability.
- Build on our high quality services and be responsive to changing needs.
- Run an effective & well managed organisation which provides excellent value for money.

4. BACKGROUND INFORMATION

Branches is a day service for adults who have a learning disability. About 15 people a day come to Branches and they all enjoy the friendly and relaxed atmosphere. Some people are allocated a place by the Council and some pay for it with a direct payment. Lunch and drinks are included. We have our own accessible vehicles and bring people to and from the centre each day. The service users decide what they want to do either in the centre or out and about. There's always lots to choose from including:

- Jewellery making
- Gardeners Paradise
- Tea Dance at the local church
- Bowling
- Gentle exercise

5. THE JOB:

The role of Senior Support worker is a supervisory one in which the postholder will have to deputise for the Day Service manager in their absence. You will support a team of Day Service Support Workers to promote high standards of enabling support to people with a learning disability and some age related conditions. You will need to have a full driving licence as you will be expected to drive our vehicles.

6. MAIN DUTIES

- To provide high quality, flexible support which enables people to enjoy a wide range of opportunities, including social activities, holidays, education & training, that is sensitive to cultural needs.
- To formulate a program of activity with the service user that ensures that their needs and choices are met.
- To address the health needs of service users including diet & exercise; overseeing medication & minor first aid.
- To observe any behavioural or other changes in an individual which may point to health problems and to report them to the manager; other relevant professional and the person's parent/carer.
- To take key worker responsibility for people using the service.
- To maintain computerised records.
- To provide personal care as required.
- To attend and contribute to case conferences, reviews etc.
- To support and supervise staff and participate in induction programmes.
- To carry out risk assessments and update them as required.

- To maintain good levels of communication with staff, service users and families.
- To identify any maintenance & security issues regarding the building, vehicles or equipment and report them to the manager or other appropriate person.

7. KNOWLEDGE & EXPERIENCE

- Ability to communicate effectively at all levels.
- Sound and up to date knowledge of safeguarding, Mental Capacity Act and Deprivation of Liberty Safeguards.
- An awareness of cultural needs and how to provide sensitive support.

8. SKILLS & ABILITIES

- A high standard of literacy and numeracy to be able to write reports and other correspondence.
- A motivated and enthusiastic character with the ability to lead and inspire staff and service users.
- To have a passion and be empathetic and skilled in working with adults with a learning disability.
- A high standard of IT literacy and the ability to use Microsoft Word; Excel; and PowerPoint.
- The ability to drive and have a car available for work is essential. Exceptions will be made for people with a disability.

9. PAY SCALE (AS AT 1st APRIL 2018)

Up to 18 months service			After 18 months service		
Unqualified	Diploma Level 2	Diploma Level 3	Unqualified	Diploma Level 2	Diploma Level 3
£8.87	£9.02	£9.22	£9.12	£9.27	£9.48

10. TRAINING & QUALIFICATIONS:

Our staff are our biggest asset and we want them to be well trained so they are able to provide high quality care to the people we support. In order that you can do that we will provide training in all relevant topics. Most of the training will be delivered at work but you might be expected to do some work in your own time. You will be expected to already hold, or be willing to work towards the following qualifications:

Care Certificate

Level 3 diploma in Health & Social Care or equivalent

Mandatory training	
Care Certificate or equivalent induction	Moving & handling
Safeguarding	Oral hygiene
Mental Capacity & Deprivation of Liberty Safeguards	Pressure Care
Dignity	Medication
Information security & handling money	Distraction & intervention
First Aid	Food hygiene
Health & Safety	Learning disability awareness
Fire Safety	Writing in care records
Infection Prevention & Control	Equality & diversity
Dementia awareness	Fluids & nutrition
Autism awareness	Epilepsy
Fluids & nutrition	

10. BENEFITS OF WORKING FOR MENCAP IN KIRKLEES

- a. Enrolment into our workplace pension scheme into which Mencap in Kirklees contributes 3% of your salary if you meet our qualifying criteria.
- b. Enrolment into a healthcare scheme that allows you to claim money towards the cost of dental, optical and other medical expenses.
- c. A generous holiday allowance that increases the longer you work for us.
- d. Sick pay and family friendly policies after a qualifying period.
- e. Membership of Mencap Extra's offering discounts on lifestyle purchases such as cinema tickets and meals out.
- f. Ongoing investment in your personal development and training to help you to achieve your career goals.

11. A DAY IN THE LIFE OF:

To help candidates have a deeper understanding of the role they are applying for, we asked our existing staff to describe in their own words what a typical day/shift looks like. This is what they said.

My day will start between 8.45 and 9.30am. My first job would be to check the two Branches vehicles both for engine checks and safety checks.

I would then check the programs for the day, adjusting them where necessary for staff and service user sickness.

As senior support I am responsible for planning the programs for the service users and staff. I ensure a month's plan of programs is available to help the staff plan their activities, I speak with the service users regarding their activities making them person centred giving them choice and taking into account their needs and cultural preference. I discuss with the staff team their interests and hobbies and try to keep the activities interesting for everyone.

I am also responsible for risk assessing each activity and producing risk assessments and care plans.

During my day I write up contact sheets for each service user I have worked with documenting their time at Branches.

I am a key worker for a group of service users and I organise their reviews liaising with parents, carers and other professionals.

I administer and witness the administration of medication to our service users.

At lunch time I share the role of food preparation with all the staff, making a light lunch offering choices for the service users.

I deputise for the manager when they are away from the service.

12 NEXT STEPS

You can get an application pack by ringing the Admin Team on 01484 340811 or you can download one from our website www.mencapinkirklees.org.uk

Send your completed application form to:

The Admin Team

Mencap in Kirklees

Brunswick House, 33 East Street

Lindley

Huddersfield HD3 3ND

Or you can hand it in at our Dewsbury or Huddersfield office.

If you want to have a chat with the service manager before filling in an application form you can telephone Helen Housecroft on 01924 326334 or email her at helen.housecroft@mencapinkirklees.org.uk

LAST UPDATED: JANUARY 2019

Shortlisting criteria

We will use the following matrix when shortlisting candidates for interview.

Essential	Desirable
Experience in a leadership role.	A qualification in managing campaigns.
Experience of working with people with a learning disability.	Experience of successful bid writing in a charity setting.
Recent experience in setting up, managing and evaluating projects.	Housing management qualification.
Knowledge of the issues impacting on the lives of people with a learning disability.	
Experience of managing a budget.	
Knowledge of relevant social care legislation and its impact on this post.	
High standard of literacy and numeracy and ability to use Microsoft packages.	
Ability to drive and have a car available for work (exceptions will be made for people with a disability).	