

Job Description

Team Manager

Workbase:	Designated Service or Locality
Accountable to:	Support and Development Manager
Hours of work:	Normal Working week is 39 hours

The Team Manager will work closely with the Support and Development Manager and other colleagues to manage and develop highly individualised support services within a specific geographic area.

MAIN OBJECTIVES OF THE POST:

1. To plan, co-ordinate and monitor the support service to a number of people in a designated part of the larger service.
2. To support, supervise and provide positive leadership and management to a team of workers.
3. To work directly with individuals, providing high quality support in accordance with KEY's aims and principles and in line with Self Directed Support.
4. To work as part of the local management team, taking management responsibility for the service as necessary and in the absence of the Support and Development Manager

RESPONSIBILITIES WITHIN DESIGNATED PART OF THE LARGER SERVICE:

WITH PEOPLE WHO ARE SUPPORTED:

1. Build positive relationships with people and those closest to them as a basic requisite of the support task.
2. Ensure that individuals are provided with the best possible support and opportunities to enjoy a fulfilling lifestyle ensuring that any risk issues are fully addressed.
3. Provide direct practical help, support and guidance to individuals in their daily living as required. This includes: personal care which may include helping people with intimate self-care tasks, support with housework, emotional support; support in social and community activities as well as intensive housing management support to allow people to maintain their tenancies.

4. Organise and monitor the support service to people on a day to day basis ensuring that individual services are regularly reviewed and that we are responsive to changing needs, wishes, aspirations and opportunities.
5. Support people in shared accommodation to live together and share responsibilities as appropriate; and to work with them to enable participation and involvement in the running of their home and in addressing issues which concern them.
6. Act as support co-ordinator for a number of people and/or supervise Support Workers with this task. This includes: work to help individuals identify their future aspirations, personal outcomes and current support needs and consider how these can best be met; liaison with families, friends, and other agencies as appropriate and taking a lead role in the formulation and review of support plans.
7. Assist with applications for support and the development of new individual support services.

WITH WORKERS:

1. Participate in the person centred recruitment and deployment of contracted and relief register workers
2. Participate in the induction, probationary reviews, supervision and appraisal, support, training and deployment of workers.
3. Help your team to confidently support people in a person centered way, ensuring that workers have the specific knowledge and skills to meet the individual requirements of the people they support.
4. Support a culture of creativeness, openness and professional accountability in line with the Codes of Practice.
5. Take a lead role in the organisation of team meetings.

OPERATIONAL MANAGEMENT:

To work in conjunction with the Support and Development Manager and various sections in KEY to ensure:

1. The maintenance of a safe, healthy, homely living and working environment.
2. Management of your team(s) within the operational procedures of Key to meet the Health and Social Care Standards, Health and Safety legislation and requirements of the Care Inspectorate.
3. Management of the service in accordance with KEY's principles and procedures, working within the available financial resources.

GENERAL RESPONSIBILITIES:

1. Undertake more general local management responsibilities as directed by (and in the absence of) the Support and Development Manager.
2. Participate in the rota as required and to provide direct support to people including sleepover cover at the service as required.

3. Participate in liaison with relevant local organisations and professional agencies.
4. Participate in various professional forums and training events.
5. Being accountable for the quality of your own work and learning, thereby maintaining and improving knowledge and skills, while at all times operating within the Codes of Practice for social service workers and employers.
6. Other duties within the main objectives of the post as requested by line manager.