

Job description



Job title	Team Leader
Accountable to	Assistant support and development manager
Work area	Designated neighbourhood
Hours of work	37.5 hours per week

Main objectives of the post

1. To plan, co-ordinate and monitor the support service to individuals in a specific house/service.
2. To support and manage a small team of workers providing the support service to these individuals.
3. To work directly with the individuals to provide high quality support in accordance with Community Lifestyles' aims and principles.
4. To work as part of the Project's management team, and take management responsibility for the house as necessary and in the absence of the Assistant Support and Development Manager.

Responsibilities within designated part of the larger service

A. With people who are supported

1. To build positive relationships with individuals as a basic requisite of the support task.
2. To provide direct practical help, support and guidance to individuals in their daily living. This includes: personal care (which may include helping tenants with intimate self-care tasks such as washing, dressing, or going to the toilet); domestic home care; emotional support; and support in social and community activities.
3. To organise and monitor the support service to individuals on a day to day basis.
4. To help individuals in shared accommodation to live together and share responsibilities as appropriate; and to work with individuals to enable participation and involvement in the running of their home and in addressing issues which concern them.
5. To act as support co-ordinator. This includes: work to help individuals identify their future aspirations 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.

B. With workers

1. Participate in the induction, support, training and deployment of workers.
2. Take a lead role in the organisation of regular worker team meetings.

C. Operational management

To work in conjunction with the Assistant Support and Development Manager to ensure:

1. The maintenance of a safe, healthy, homely living and working environment.
2. Management of the service in accordance with the principles and procedures of Community Lifestyles (including financial resources).

General responsibilities

1. To share more general service management responsibilities as directed by (and in the absence of) the Assistant Assistant Support and Development Manager.
2. To participate in the duty rota to provide direct support to individuals and sleepover cover at the service on a regular basis.
3. To participate in liaison with relevant local organisations and professional agencies.
4. To participate in various professional forums and training events.
5. Other duties within main objectives of the post as requested by line manager.