

## Vacancy Details – Team Leader

<b>Role</b>	Team Leader
<b>Department</b>	Support Services
<b>Location</b>	Jersey Channel Islands
<b>Hourly Rates</b>	Dependent on qualifications & experience
<b>Permanent rate-</b>	£21.25 – £22.80 (4 weeks holiday +bank holidays)

### **Shift patterns:**

The rotas are given at least a month in advance. The rotas are a fixed 2 week-rolling rota, with one weekend on and one weekend off. Successful applicants need to be available to work on every other weekend as well as mornings, afternoons, and evenings. Sleep ins may be required for this role. Option to increase hours according to needs of charity.

### **General information and benefit:**

The shifts vary from client to client, and may start early morning, mid-morning, afternoon, late afternoon, or evening, it all depends on the individual / individuals that you are placed with. Evening work and sleep-ins may also be required, once again, depending on the individual / individuals that you are placed with. Not all individuals require evening or sleep-in duty, but this may be possible.

- We pay £73.25 per sleep-in, should this be required.
- On Call Duties required:
- Daily Rate - Mon – Fri: £46.47
- Daily Rate Sat & Sun: £69.76
  
- We also offer a Health Care plan for all permanent staff and we have a Pension Plan for staff that have longer than 12 months service with us.
- Our Annual Holidays are 4 weeks + 9 Days Public Holidays (permanent staff).
- We pay mileage for travel costs (when an individual we support is in the vehicle), as well as payment for travel time between individuals.
- We would also offer support should you want to study further (if this is relevant to the role).
- We offer all mandatory training and there will be shadow shifts before you start to work on a one to one basis

### **Essential job requirements:**

- Fluent spoken and written English essential
- Experience in support work / transferable skills
- RQF Level 3 in Health & Social Care /related qualification/willingness to complete Ideally a Level 3 but a minimum of a Level 2 in Health Care or equivalent qualification with evidence of further training in Autistic Spectrum Condition.
- In depth working knowledge and understanding of Autism Spectrum Conditions and disability issues in the context of working in Jersey gained through at least five years' experience in a similar role. A background which demonstrates assessment and the ability to devise support plans to develop life and social skills.
- Experience of managing staff and providing supervision together with experience of planning and providing training.
- The ability to ensure that vulnerable people are safe in the working environment and have an in depth understanding of safeguarding policies and procedures.

- The ability to communicate with vulnerable people and supervise work sessions with a balance of care and control.
- The capacity to work under their own initiative and take responsibility for the effective organisation of work.
- To provide a reliable and consistent commitment to the aims and objectives of Autism Jersey. To have a good understanding of the need for confidentiality in relation to all aspects of Autism Jersey and partner agencies.
- Driving License and own vehicle essential
- Ability to think outside the box
- Calm & patient demeanour
- Having a positive attitude and flexibility to work shift patterns essential.

#### **Application details:**

- For more details, please email the HR department at HR@autismjersey.org or call **871876**
- Autism Jersey is committed to safeguarding and promoting the welfare of children & adults at risk - therefore all successful applicants will be required to complete the relevant safeguarding checks.
- Previous applicants need not apply please.

#### **Job Purpose**

To work as a member of the Autism Jersey team providing support for individuals & to assist in the planning, preparation, and delivery of services for clients with Autism Spectrum Conditions. The role requires the ability to work across all service projects on a flexible basis and to fulfil the relevant requirements and form part of the rota of cover.

#### **Principle Accountabilities**

- To build a good relationship with the person being supported
- To work as part of the On Call team on a rota basis.
- To develop and expand the support package for the person being supported by Autism Jersey
- To work closely with the Assisted Living Service Manager Autism Jersey
- To provide regular / ongoing supervision to all staff
- To ensure that all information / records are accurate and up to date
- To participate in the recruitment and training of support workers
- To ensure the team work well as a unit and deliver consistent support
- To ensure service is delivered in line with the SPELL & MAYBO framework
- To identify additional staff training needs
- To attend liaison meetings with Health & Social care partners
- To set targets and to oversee the assessment and evaluation of the effectiveness of programmes delivered
- To create programmes and timetable for the person being supported which is meaningful and designed to meet his assessed needs
- To manage and monitor the staff to ensure that time sheets are accurately completed and countersigned
- To manage weekly meetings
- To prepare management information and reports regarding the progress of the project
- To manage the provision and rotas of staff ensuring continuity of care
- To update all information as necessary

### **General Duties**

- To contribute to the development of the service, policies, and procedures
- To adhere to the relevant Autism Jersey guidelines, policies, and procedures
- To attend team and organisation meetings as well as other multi-disciplinary team meetings and case conferences as required
- To provide monthly reports ensuring all personnel records are maintained
- To attend training courses as required
- To maintain accurate and up to date records of all work undertaken whilst adhering to issues of confidentiality and access to records
- To maintain a bank of staff appropriately trained to deliver support as required
- To ensure information is received in a timely manner for monthly invoicing of services
- To provide performance and activity reports to the Manager
- To undertake any other duties commensurate with the role of Team Leader of this Service

### **Skills and Competencies**

#### *Self-assurance – confidence and self-motivation*

- Ability to work with minimum supervision
- Enthusiasm
- Ability to maintain appropriate care and control of vulnerable people

#### *Breadth - knowledge in the field of Autism*

- Willingness to broaden knowledge and skills
- Ability to understand the role within the wider team and community

#### *Client Focus – providing consistently high quality work*

- Take responsibility for own actions
- Be sympathetic to clients' needs and respond flexibly to a variety of situations

#### *Problem solving – take decisions within the boundaries of the role*

- Know where and how to access necessary information
- Propose realistic solutions to problems

#### *Organisation – think and plan ahead.*

- Assess accurately urgency of work and ability to prioritise
- Work to deadlines and complete tasks efficiently
- Manage own time effectively
- Use resources effectively to get best value for money

#### *Team member – willing to take on additional work and responsibility as required*

- Is sensitive and tolerant of others' needs and pressures
- Provides help, support and coaching when necessary
- Encourages and motivates others

#### *Diligence – takes a methodical approach to work and works within rules and procedures*

- Interprets instructions accurately and acts upon them appropriately
- Pays attention to detail and checks on own work. Works quickly and accurately
- Is dependable and can be relied on up to do what is required

#### *Flexibility – the ability to manage working hours to enable attendance at meetings and training that may be set outside that considered as 'normal working hours'*

### **Knowledge and Experience**

- Working towards or willing to work towards Level 3 RQF in Health & Social Care

- In depth working knowledge and understanding of Challenging Behaviour, Autism Spectrum Conditions, and disability issues in the context of working in Jersey. A background which demonstrates assessment and the ability to devise support plans to develop life and social skills.
- Experience of managing staff and providing supervision together with experience of planning and providing training
- The ability to ensure that vulnerable people are safe in the working environment and have an in depth understanding of safeguarding policies and procedures
- The ability to communicate with vulnerable people and supervise work sessions with a balance of care and control
- The capacity to work under their own initiative and take responsibility for the effective organisation of work
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**Last Updated May 2023**