**Absolute Support Leading Light**

**Job Description**: Supported Living Manager for Adults with a Learning Disability

**Relationships**

**Responsible to:** CEO

**Important functional relationships:**

All other company support staff and all subcontracted support staff

**Important external relationships:**

Parents, Carers and family members of the adults supported by Absolute Support. Trustees of Absolute Support; Social workers for LBRUT PLD Team and workers from all other relevant agencies.

**Main Purpose of the job:**

1. Responsible for the day to day running of 7 Ferry Road
2. Plan the rotas and Support the staff at Ferry Road
3. To support the adults with a learning disability to live as independently as they are able.
4. To support these adults to implement their support plans and achieve the agreed outcomes set out in them.
5. To ensure the safety and wellbeing of all adults and staff and treat them with dignity and respect at all times.
6. To undertake any tasks as directed by the CEO.

This is a fulltime post 36 hours per week. And involves shift work and a requirement to work one weekend in three. The days of work will be agreed on a monthly basis but the provision is for 24hour support for 365 days per year.

The salary £30,034 per annum and will be paid monthly into a bank of your choice.

You will be entitled to 28 days holiday a year including Bank Holidays

An Equal Opportunities Employer

**Main duties and responsibilities of job**

Never lose sight of the fact that the company is directly employed by the clients to enable them to live their lives to the full.

Be responsible for producing the rotas and ensuring sufficient staff are on shift at all times but maintaining awareness of the budget at all times.

Support all staff and provide them with supervision every 8 weeks.

Undertake an annual appraisal for all staff.

Ensure all staff treat the clients with dignity and respect at all times and continuously support them to develop their independence.

Promote safe practice and safeguard the adults from abuse, whilst promoting their independence.

Develop ways to promote the rights and responsibilities of the adults living at 7 Ferry Road.

Assist clients with their personal, physical and emotional care needs.

Enable clients to achieve their maximum potential in living as independently as they are able.

Assess and monitor the emotional and physical well being of clients and ensuring appropriate, accurate and up to date information is reported in accordance with communication procedures. Ensure staff make clear and concise notes in the communication book for each client after each shift. This information must then be secured in a locked cabinet and only accessible to authorised personnel.

Ensure all client paperwork is up to date, including their General risk Assessment; Learning Tree and Key Worker monthly summaries.

Ensure the Key Workers send al updates to parents in a timely fashion.

Work with our clients, their families and carers to involve them all in the person centred planning for each individual client.

Responding to any emergencies for clients, colleagues or buildings,

In the event of an accident to take all relevant First Aid measures summoning assistance from GP or ambulance as required. To complete accident forms and inform relatives if necessary.

To oversee all medication is taken in accordance with GP instructions, ensuring any relevant records are kept up to date.

Ensure Key Workers support their key clients to see the GP, Chiropodist, Dentist, Optician or any other relevant professional.

Oversee the household budget and check the clients cash pouches, kept in the house safe. Ensure all staff support their clients to complete their weekly budgeting.

Oversee the weekly shopping and check for any anomalies in ordering.

Attend supervision with the CEO every 6 - 8 weeks

Carry out all duties in accordance with company policies, procedures and practice in accordance with HCPC code of conduct.

**General**

Be involved in the recruitment and supervision of the staff and provide accurate records of this practice.

Update any paperwork used by the company as required.

Undertake any such duties as may be required by the CEO.

**Service Development**

Take the lead in developing and maintaining relationships with other supported living providers.

Ensure the service is provided in a manner that respects the rights and dignity of the individual and ensures that due consideration is given to issues of gender, sexual orientation, ethnic origin, religion, culture and linguistic background.

The duties of this post may change over time. The post holder is expected to monitor these changes and in conjunction with the Director prepare appropriate changes to the job description.

**Person specification / Profile**

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| **Attributes** | **Essential** | **Desirable** |
| **Formal Qualifications**  NVQ Level 3 in Health and social Care  Level 5 Diploma in Leadership for Health and social care. (or be prepared to work towards this qualification)  **Experience**  Minimum of 5 years experience of supporting either children or adults with a learning disability.  Experience of managing staff  Experience of working effectively with families and carers.  **Knowledge**  Knowledge of the Care Act 2014  Knowledge of the Mental Capacity Act 2005  Knowledge of the Deprivation of Liberty Safeguards  Knowledge of LBRUT Safeguarding Procedures and systems  **Skills**  Exceptional verbal communication skills with adults with a learning disability, their families and other professionals  Ability to work collaboratively and flexibly with other professionals within the team and other agencies.  Ability to supervise staff and undertake appraisals  Good organisational skills  Ability to maintain budgets  Ability to represent the Company at external meetings when required  Understanding of technology, ie. iPad; computer; telephone  Ability to support adults with a learning disability on an individual basis or as part of a group.  **Personal attributes**  A clear and current DBS check  A commitment to providing a high quality service  Honesty and integrity  Enthusiasm, patience and a well developed sense of humour and fun  Ability to work under pressure, prioritise work, meet deadlines and manage stress. | **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔**  **✔** | **✔**  **✔**  **✔**  **✔**  **✔**  **✔** |