



The Hamlet Charity Adult Service – Supporting Young Adults with disabilities and complex health needs.

Job Description and Person Specification: Team Leader

Purpose of the job:

To support the Adult Services Managers, in the day-to-day running of the service. To provide a safe and supported environment. To organise the daily activity sheets in accordance to staff allocated. To oversee the daily tasks are completed as outlined in the job description.

Management:

The Team Leader is line managed in the first instance by the Adult Services Manager and secondly by the Operations Manager.

Role:

The Team Leader will work with the management team to ensure that the service is run effectively to give the best outcome for individuals. In instances of staffing shortages, staff / sessions need to be allocated to provide a safe environment for all individuals. Priority needs to be given to medication, personal care and support and lunchtimes. All Hamlet Users must have a sense of belonging, of being welcome and grow in confidence and self-esteem. The Team Leader will support independence, choice, integration and inclusion in the community as stated in The Hamlet Charity Charter.

The building and environment:

- Ensure that the site is kept safe and secure by carrying out visual risk assessment before and during activities.
- Maintain equipment at all times and report any damaged or faulty equipment.
- Ensure all equipment is used in accordance with user instructions.

- Ensure that he/she is familiar is Health and Safety policies and procedures, including fire safety and have practice in this.
- Lead the team to maintain a clean, tidy and secure environment, treating buildings and equipment with respect and care.

Adult Services Team

- With the Adult Services Manager ensure that activities are staffed appropriately taking the needs of the individuals into consideration.
- To allocate volunteers and placements to session and task
- Communicate with the team to ensure all associated tasks are completed in a timely manner.
- Carry out regular hands-on training with new staff and existing staff when there are new students
- Maintain good working relationships with staff, volunteers and placements.
- Demonstrate leadership through being a positive role model.
- Contribute to staff meetings as required. Take notes as required.
- Attend training and learn new skills with which to develop an understanding of good practice. As required by the Hamlet Centre Trust

Activities

- Share the planning of stimulating and creative activities that represent good practice and have been planned through consultation with Hamlet Users and staff.
- Organise daily diary.
- Be prepared to cover sessions in the unplanned absence of the Activities Coordinator or staff released for meeting, supervisions or appraisals.
- Oversee that medication is given in line with current procedures.

- Support staff with personal care as required.
- Support staff with lunchtimes as required.
- Cooperate closely and support all colleagues – sharing and passing on skills to the team.
- Ensure that any information that is passed to yourself or the Adult Services Manager / by staff is recorded and /or communicated to the team as appropriate.
- Support the Adult Services Managers to review and update all support plans.
- Communicate closely with parents and staff to ensure that any changes in the Hamlet Users condition is noted and recorded.
- Sign in / out equipment to support the activity. Make sure it is in good working order. Report any faults.

Hamlet Users

- Be aware and understand the Adult's Safeguarding Policy and ensure that any concerns about a Hamlet Users safety or welfare are dealt with according to the policy and procedure of The Hamlet Centre Trust.
- Ensure that you are aware of any changes in the needs of the individual Hamlet User and that all paperwork is updated accordingly.
- Treat Hamlet Users with respect and dignity. Treat as adults and support to make informed choices and be involved in the life of Adult Services.

Record Keeping

- Support the Adult Services Managers in completing all paperwork as required within the service.
- Ensure all records are written up as required by The Hamlet Charity by the end of the day.
- Share with the Adult Services Managers any changes required to paperwork to improve the recording and quality of the service.

Conduct

- At all times you are a representative of The Hamlet Centre Trust and must consider appropriate dress and conduct.
- Undertake other duties as required by the Adults Service.

Person Specification

1. Excellent team player with leadership ability. (Essential)
2. Experience of working with individuals with disabilities and complex health needs (Essential)
3. Excellent organiser. (Essential)
4. An understanding of the importance for all Hamlet Users to be treated as adults. To be given choice and involvement, to have fun, socialise and how staff can support this. (Essential)
5. Prepared to use the skills you have and demonstrate an enthusiasm and energy and get involved. (Essential)
6. An understanding of the experience of disabled people and their families can face on a daily basis and an appreciation of the barriers to inclusion that disabled people and their families experience. (Essential)
7. Excellent problem-solving skills (Essential)
8. Excellent communication with the ability to communicate with a wide range of people and abilities (Essential)
9. Sound understanding of safeguarding young adults and children (Essential)
10. To be a keyholder and unlock / lock as required (Essential)
11. Willingness to cover Out of Hours Team Leader as required (Essential)
12. Willingness to undertake training as required for the role (Essential)
13. Ability to work in a physically demanding role that involves lifting and operating lifting equipment.
14. Satisfactory Enhanced DBS check. (Essential)