



Take-a-Break Warwickshire Person Specification - Site Leader

Job Title : Site Leader
Department : Adult Service
Hours : Wednesday evenings, 6.30-9.30pm
Two days a week during Holidays, 9.30am-3.30pm

Job Requirements

Knowledge	Demonstrate an understanding of : <ul style="list-style-type: none"> • How disability affects customers and their families. • Working within a care setting. • Safeguarding and Health and Safety Procedures. • Person-centred support • How to manage a small team of staff.
Skills and Abilities	Demonstrate the skills and abilities to : <ul style="list-style-type: none"> • Be able to plan and implement an effective programme of activities for adults with a range of disabilities. • Provide sensitive and appropriate support that may involve able to provide personal care. • Communicate clearly both verbal and written. • Provide a service in a non-judgemental way to all service users and staff. • Encourage and motivate customers to form positive relationships. • Work within a team and contribute effectively to the development of the service and organisation. • Complete all weekly reporting documents including registers, timesheets, monitoring, communication books. • Mentor, support and supervise a staff team.
Experience	Experience of supporting adults in a care/social setting Ability to work on own initiative Excellent communication skills
Educational	Be prepared to undertake training as necessary
Special Requirements	An Enhanced DBS will be required prior to appointment. First Aid Trained (if not you will need to complete the necessary course) Safeguarding Training.

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Job Description

Job Title : Site Leader

Department : Adult Service

Hours : Wednesday evenings, 6.30-9.30pm

Two days a week during Holidays, 9.30am-3.30pm

Job Purpose: To plan and implement the delivery and development of TABLO Service

Duties and Responsibilities:

1. To assist Co-ordinators to identify the needs of customers using the service, prepare and facilitate all activities on and off site.

Ensure compliance with organisational policies and procedures and current legislation

Maintain daily administration tasks including:

Registers

Daily transport lists

Group Planning Documents

Registration forms

Accident/incident forms

Staff records

Co-ordinate personal care

Ensure policies are adhered to by all members of staff

- 2 To co-ordinate transport arrangements for all allocated packages, to arrange to safe collection of customers from home using staff vehicles, specialist transport providers, taxi companies, parents, and carers.
- 3 Attend any training courses involved in the role.
- 4 To work at all times in accordance with all Take-A-Break's policies and procedures.
- 5 Report immediately any incidents of a serious nature to the office or on call.
- 6 To contribute to the overall quality of the service delivery, by working closely with other members of the staff team, helping promote good practice taking part and attending staff meetings, and contributing to meeting the objective of the team.
- 7 Be responsible and maintain the storage and safety of the equipment.
- 8 To co-ordinate staff team annual leave and cover sickness to maintain the smooth running of the service.
- 9 To ensure, at all times that information about individuals is treated with respect and confidentiality, when receiving information, giving it, storing it and retrieving it.
- 10 To liaise with parents and carers and other professionals where necessary.
- 11 To familiarize yourself and the staff team with the Care Plans and Protocols of customers accessing the service to continue to develop practice.