

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Reablement Team Leader
<u>GRADE :</u>	Band 11
<u>JOB EVALUATION NO.</u>	E3478
<u>REPORTING RELATIONSHIP</u>	Team Manager
<u>JOB PURPOSE :</u>	To oversee the effective delivery of care for the Council's reablement service
<u>POST NO.</u>	POS006844
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

1. To direct operational practice of the reablement team.
2. To provide cover for other team members as needed to maintain service delivery, including the provision of assessment and direct care of individuals.
3. To allocate work effectively and ensure the delivery of service is maximised to meet demand.
4. To ensure best use of resources, maximising face to face contact time with supporting staff and individuals who are taking part in reablement.
5. To ensure that any data collection, including input of actual hours worked are processed in a timely and accurate way.
6. To ensure training of staff within the reablement service is sufficient and up to date. Quality assure the practice within the service by providing direct observation of staff and their practice.
7. To attend relevant meetings of entire case load, gathering feedback from both internal and external providers
8. To contribute to the requirements set out by the Care Quality Commission (CQC) and ensuring they are met.
9. To contribute towards the achievement of high performance expectations within the service performance management framework ensuring the efficient and effective operation of the service
10. To make sure that the team work in a strength based and preventative way, ensuring the achievement of all objectives of adult social care.

11. To take responsibility for managing the staff and purchasing budget and to ensure the effective operation of budgetary control systems, financial reporting and financial systems within the Standing Financial Instructions and current legal framework.
12. To take on the role of Registered Manager with the CQC, and lead on activities related to registration requirements i.e. specific service developments and inspections.
13. To be responsible for the planning, direction, organisation, control and performance of the team to ensure its work is carried out in the most effective and efficient manner within a culture of support and empowerment.
14. Under the Care Standards Act 2000 it is a requirement that all new recruits providing personal care to vulnerable people will demonstrate an ability:
 - (a) To operate to recognised national minimum standards at induction level (within 6 weeks of appointment).
 - (b) To operate at the recognised national minimum standards at foundation level (within 26 weeks of appointment).
15. Satisfactory completion of the Authority's 26-week probationary period is subject to compliance and completion, where applicable of the Skills for Care Common Induction National Standards. Irrespective of whether the probationary period applies, compliance with the National Standards will be a condition of employment. In addition, we will encourage care workers with all client groups to undertake appropriate awards. Further information on the above is available from your line manager.
16. To manage, supervise and control the provision of service, development of the team, and work with external providers to ensure the most effective and equitable service to users is provided in accordance with assessed needs.
17. To ensure that staff supervision, training and development takes place in line with the supervision policy linked to a system of personal and career development.
18. To take an active role in the induction, training and assessment of all staff within the Reablement Service.
19. To oversee effective recruitment, sickness monitoring, and human resourcing requirements
20. To keep up to date with current trends in Adult Social Services and promote good professional practice at all times.
21. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
22. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
23. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
24. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a [manager / supervisor] and employee in line with these.
25. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe

working environment for yourself, members of your team and others who may be affected by your team's activities.

26. Any other duties of a similar nature related to this post that may be required from time-to-time.
27. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
28. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
29. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: April 2019

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CHILDRENS AND ADULTS SERVICES
PERSON SPECIFICATION - REABLEMENT TEAM LEADER
POST NO. POS006844

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	NVQ Level 4, or equivalent, in a Social Work, Health or therapy related field	E	
2	Social Work or allied health professional experience.		D
3	Management qualification.		D
Experience & Knowledge			
4	Approx. 2 years' experience of working with adults with physical disabilities, older persons learning disabilities and mental health	E	
5	Approx. 2 years' experience of staff and team management including performance development	E	
6	Knowledge of how to work towards developing service opportunities.	E	
7	Experience and knowledge of the implementation of person centred planning.	E	
8	Experience of liaising with other agencies and carers and the business community.	E	
9	Experience of interpreting legislation, policy or procedures to give recommendations and advice	E	
10	Knowledge and experience of <ul style="list-style-type: none"> • Undertaking strength based assessments / risk assessments. • Support planning • Monitoring and Review. 	E	
11	Working knowledge of the relevant legislation such as, <ul style="list-style-type: none"> • NHS and Community Care Act 1990 and other pertinent legislation • Mental Capacity Act & Mental Health Act and the Deprivation of Liberty Safeguards • Person Centred Approaches • Safeguarding • Care Act 2014 	E	
12	Experience of developing, implementing, monitoring and reviewing policies and procedures	E	
13	Knowledge of relevant legislation and government policies in respect of rehabilitation and prevention	E	
14	Technical knowledge associated with the work activities	E	
15	Experience of change management.		D
16	Experience of working with budgets.		D
Skills			
17	Ability to be responsible for an allocated case load, including assessment and management of risks	E	
18	Ability to communicate both verbally and in writing to a range of audiences (including ability to write clear and concise reports & presentations).	E	

19	Ability to form effective working relationships with users of the service, help to clarify and express their needs and contribute to service planning	E	
20	Ability to organise and prioritise workload and allocate tasks.	E	
21	Ability to analyse and interpret data with skill and understanding	E	
22	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	
23	Ability to analyse and interpret information gathered during the assessment process and to ensure appropriate support planning, ensuring that the most appropriate professional response with regard to social work and therapy input is co-ordinated	E	
24	Ability to support staff in establishing and maintaining effective working relationships with users of the service, helping them to contribute to expressing their needs and planning the service response, knowledge/awareness of rotas, domiciliary care regulations, CQC process	E	
25	IT Literate, capable of using MS Word / Excel and office packages	E	
Personal Attributes			
26	Demonstrate ability to work effectively in increasingly more complex situations	E	
27	Ability to work closely with others and carry out effective joint assessments	E	
28	Ability to use the opportunities at formal supervision effectively and work effectively as a team member	E	
29	Flexible approach to working arrangements to meet service requirements.	E	
30	Ability to motivate staff and users	E	
31	Flexible approach to problem solving.		D
Special Requirements			
32	Enhanced DBS check required and 3 yearly re-checking process will be undertaken	E	
33	Ability to access reliable transport to carry out the travel requirements of the post	E	
36	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
37	Commitment to work towards being an NVQ and competency based assessor	E	
38	Commitment to work towards CQC registered manager award which will be achieved within 1 year.	E	