

- Job title:** Home and Community House Leader
- Reporting to:** Senior Service Manager
- Based in:** Salisbury but covering approx. 10-mile radius of Salisbury & Amesbury
- Hours of work:** 37.5hrs per week. Flexible working hours to meet the requirements of the service to include some unsociable hours including evenings, weekends, bank holidays, sleep ins and being part of the On-Call rota.

**Job Summary:**

To lead a team of Care/Support staff enabling adults with a learning disability to lead fulfilling and independent lives.

The position calls for a flexible approach developing innovative and effective practice, relating to team building, client involvement, key working and outcome monitoring.

To provide supervision to own team as allocated by Senior Service Manager and co-ordination of the Home & Community Service ensuring the service is compliant with the requirements of the local authority commissioners and CQC regulations. Ensuring the service is ready for CQC inspection, local authority service review and Alabaré internal audit processes.

**Objectives:**

We provide a personalised service which is tailored to meet the individual needs of the client. Our support workers are fully trained to work with people with Learning Disabilities, Autism and Mental Health.

We work with clients to reduce social barriers to enable them to live fulfilling lives and achieve their personal goals and aspirations.

**Key Performance Areas:**

- To take responsibility for ensuring the daily duties of the home are carried out, in line with the clients support needs and requirements of the house.
- To support key-working staff and to be active in the planning and implementation of care and support in line with their Local Authority Care Assessment of Needs.
- To keep local authority up to date with any changes to an individual's care/support needs.
- To attend client reviews of care/support.
- To carry out staff competency assessments in relations to specific areas of administration of medication and finances.
- Support senior service manager/Head of Service with any information that maybe required to complete investigations.
- To ensure that the service under your own area of responsibility is compliant, meets CQC regulations, local authority requirements and organisation audits.

- To ensure the highest possible standard of support is delivered to clients in accordance with the policies and procedures of Alabaré, promoting and supporting choice, independence and self-determination.
- Observe and comply with Alabaré policies and procedures for Health & Safety, Risk Assessments, Equal opportunities, Diversity & Equality, Customer Care and Service User involvement and participation.
- To ensure Alabaré complies with any codes of practice and other legal requirements.
- To ensure the safeguarding procedures are followed, all staff understand their responsibilities in accordance with the safeguarding process.
- To assist the Staffing Coordinator in identifying and supporting staff training and the development of support staff.
- Work with your manager to ensure the set rota meets clients support needs set out by the local authority, support staff with cover rota working at least one month ahead at all times.
- Complete weekly checks to ensure the service is compliant meeting deadlines set by your line manager.
- To promote Alabaré within your local area and network with Social Workers, health workers, relevant organisations and others in the marketing of Alabaré events and fundraising opportunities.
- To work both independently and within a team of support staff, volunteers and residents to co-ordinate all aspects of the Home & Community Service, ensuring that services are delivered in a manner that seeks to both empower and promote personal independence in accordance with Alabaré aims and objectives.
- To work on own initiative in a self-motivated manner to deliver an excellent service for Alabaré.
- To support staff to ensure all client paperwork is relevant and reviewed as required by local authority and internally.
- Ensure the service is meeting the individuals care and support needs enabling the clients to achieve their outcomes and goals.

### **Responsibilities:**

- To undertake direct line management of support staff including Induction, probation, supervision, appraisal, sickness, absence, overtime, competencies and leave ensuring staffing costs are contained within budget as well as managing the individuals houses rota with regards to inputting and adjusting when needed.
- To manage own calendar with flexibility to meet the needs of the service.
- To participate in training as appropriate to maintain an awareness of current developments and best practice.
- Participate with regular supervision to assess performance and identify relevant training needs. Participate in training in accordance with Alabaré staff development policy.
- To participate in team meeting and team building events as arranged by the Project Senior service manager and Head of Service

- To be able to conduct yourself in a professional manner ensuring Alabaré values are displayed to all Alabaré staff and management.
- To ensure all external reporting requirements are recorded accurately and completed within appropriate time scales.
- To work closely with the management team to ensure that the performance targets are met.
- To work together with colleagues and key organisations in a respectful and courteous manner.
- To undertake other duties consistent with the responsibilities of the post as defined by your Line Manager and the organisation.

#### **Other**

- To foster the Mission, Vision, Values and Christian ethos of Alabaré in a responsible and positive manner on all occasions.
- Work towards the outcomes outlined in the Charity's Strategy for Growth and Resilience 2025-30.
- We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.
- To adhere to the list of general duties contained within the staff handbook.
- To be committed to safeguarding children and young people and vulnerable adults in line with Alabaré, Local Children's Safeguarding Board and Adult Care guidelines.

The purpose of this job description is to indicate the general level of responsibility and standards expected of the post. The detailed duties may vary or develop over time according to needs without changing the nature or level of responsibility of the post.

The Job Description also forms the basis at annual discussion of the Company's Appraisal Programme.

**Staff Member's Name:** \_\_\_\_\_

**Staff Member's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **PERSON SPECIFICATION**

Home and Community House Leader

### **ESSENTIAL QUALITIES**

- Understanding the needs of Adults with a Learning Disability, Mental Health and Autism.
- Good Standard of English language. Literacy and numeracy skills
- Appropriate qualification in Health & Social Care QCF level 4 or willing to work towards
- Understanding of Health & Safety
- Willing to embrace the charities Values and promote them within the service
- IT Experience
- Understanding of support & Risk Management plans
- Working in accordance of Person Centred Support
- Understanding of Safeguarding procedures
- Ability to prioritise work load and meet deadlines
- Ability to compile a rota to meet client needs and staff requirements
- Ability to work flexibly to meet the needs of the service to include being part of the On Call rota
- Experience of effective supervision ability to support and develop the team
- Ability to self-motivate and work professionally
- Ability to work under pressure
- Ability to cope in an emergency situation and act upon such when required.

### **DESIRABLE QUALITIES**

- Knowledge of CQC
- Basic knowledge of the Health and Social Care Act
- Car Driver and use of own car
- Understanding of social care legislation