

camphill
village
trust

Job Description & Person Specification

Care & Support Team Leader



Delrow Community,
Hilfield Lane, Aldenham,
Watford, WD25 8DJ.

- Job title:** Team Leader
- Location:** Delrow Community, Hilfield Lane, Aldenham, Watford, WD25 8DJ.
- Purpose:** To empower the people we support to lead more connected fulfilled lives and make informed life choices.
- Salary:** £29,893 per year. (NB: This is on a four-week payment cycle meaning you get paid 13 times per year at £15.33 per hour)
- Hours:** 37.5 hours Monday to Sunday, some shift rotation.

Are you a great Team Leader or ready to step up to your next role?

Can you inspire and lead a team of Support Workers?

Do you want to be able to make a difference to the lives of people we support?

We have an opening for you to join us as a Team Leader at our Delrow Community. If the following appeals, we'd love to hear from you.

- You would love to be part of a community.
- You have a passion for helping others live a fulfilling and interesting life.
- You are able to deliver a high-quality service for people we support, by understanding the needs and wishes of individuals.
- You enjoy working with people in a person-centred, facilitative way, which encourages a non-judgmental approach and meets the needs of the people we support.
- You treat others with respect, dignity, honesty, and equality and recognise that they may have different viewpoints, beliefs or values.
- You understand issues from others' viewpoints and build an atmosphere of trust and openness.
- You are able to continuously encourage mutual respect and positive interactions between colleagues and people we support.



Who are we looking for?

- You'll probably feel that you're ready to progress and are looking for the opportunity to take a higher level of responsibility.
- You'll be ready to take responsibility for a number of Support Workers, providing guidance, direction and support in their role.
- You'll be responsible for ensuring that care and support is of a high standard, focused on person centered outcomes and delivered within budget.
- You'll be able to use a variety of methods and styles when communicating with others in a clear and mutually positive manner.
- Someone who is also keen to help arrange local and community-based events with the people we support. You'll have a creative spirit and be keen to get involved or help create events, for example coffee mornings and film clubs.
- Working knowledge of person-centred support and care planning, needs and risk assessment, safeguarding, first line supervision, health and safety, and equalities and human rights essential.

What are the main responsibilities of this role?

1. Plan and organise the delivery of care and support by your team, ensuring that there are up-to-date person-centred needs assessments, support plans and risk assessments in place that are regularly reviewed; incidents, complaints, accidents and near-misses are appropriately recorded, and there are adequate records and rotas in place to evidence the provision of support and care in accordance with contractual and regulatory expectations.
2. Ensure the people we support receive care and support in accordance with their person-centred needs assessments, support plans and risk assessments to foster their wellbeing and development and fulfil their potential for independence, choice, inclusion and control.,
 - Encourage and support people to maintain clean, tidy and a welcoming living environment.
 - Support people to use appropriate laundry equipment enabling them to do their laundry and look after their clothing so they have suitable and clean clothing to wear.
 - Plan, shop and prepare healthy and wholesome meals alongside the people you support, considering their choices and wishes.
 - Support to maintain health and well-being by assisting people to arrange and attend medical appointments.
 - Support and encourage those you support to maintain an active and supportive social life considering individual choices and wishes
3. Ensure the people supported receive their housing related support by enabling them to look after their finances (developing appropriate budgeting and financial training including support to access benefits and maintain them and assist them to understand and maintain their tenancy) and assisting people to access services from the landlord including to access maintenance services and reporting non-functioning safety and security measures.
4. Assist with (where the appropriate registration is in place) or arrange for their personal care where required (e.g. bathing, hair washing etc).
5. Liaise professionally with the parents of those you support, social workers and others to make sure that the network of support around is functioning effectively.
6. Support, supervise and direct support workers to provide a high quality of care and support, making sure they complete their induction and this is recorded, have individual learning plans that are regularly reviewed and updated, are supervised regularly and supervision records kept, and conduct and record their annual review.
7. Work within the organisations' policies and procedures and actively promote the equality, diversity and the rights of the people we support.
8. Undertake such other tasks as required by the Service Manager to help develop and maintain the high quality of service required.
9. Undertake personal and professional development to develop an understanding of our philosophy and values and how these inform and guide practice in the key responsibilities of the role.
10. Supervise the activity of any staff or contractors working in or around the properties (e.g. cleaners, maintenance men, gardeners, cooks etc).
11. Supervise any local volunteers ensuring they are able to make a meaningful contribution appropriate for their level of understanding and qualifications.



Role requirements:

- You'll have social care sector (adult care services for people with learning disabilities and ideally supporting people) experience for at least 1 year.
- You'll be a confident communicator with good verbal and written skills, who is able to manage and develop others, willing to challenge poor practice and promote development of best practice.
- You will treat others with respect, dignity, honesty and equality and recognise that they may have different viewpoints, beliefs or values.



What do we offer you?

In addition to a competitive salary, our benefits include:

- 25 days annual leave statutory bank holidays (pro rata and accrued according to number of shifts worked)
- Once you join us, you'll be eligible to benefit from 'Charity Discounts' where you can enjoy reductions from lots of differing retailers and service providers.
- An opportunity to 'cash in' one week of annual leave per year.
- Employee assistance scheme that is also available to your immediate family.
- Free on-site parking.
- Sick pay entitlement after one-month service.
- Pension Scheme: we contribute to a pension scheme along with your personal contributions.
- Death in Service benefits: payments made to your beneficiaries should the unthinkable happen.

All our employees require a DBS criminal record check. We will do this for you.

We reserve the right to close this advert early if we receive a sufficient number of applications.

Camphill Village Trust is an Equal Opportunity Employer.

About the charity

Camphill Village Trust is an award-winning national charity supporting adults with learning and other disabilities to lead a life of opportunity. We provide housing, care and support, and day opportunities across our nine communities in England and our Shared Lives service in the West Midlands. We enable people to lead safe, healthy, happy lives and to be active citizens.

Our vision

To see more people with learning and other disabilities lead a life of opportunity

Our mission

To empower the people we support to lead more connected and fulfilled lives and make informed life choices

About Delrow Community and the service



Situated only 15 miles from the centre of London, and just outside Watford, Delrow Community combines both the rural and urban and is home to adults with a range of disabilities.

A fully comprehensive support package includes the choice of activities in our workshops where skills are developed, and friendships forged.

Delrow Community is made up of a mixture of house and flats, nine of which are on the Delrow estate with the other on the surrounding Hilfield Lane.

Delrow Community offers support with accommodation for adults with learning disabilities, as well as offering day placements to local people.



Our community is surrounded by beautiful countryside. There is a social farm, a kitchen for bakery and creative studios.

We work in partnership with other local organisations to maximise the opportunities we can offer people to lead a life of opportunity.



A LIFE OF OPPORTUNITY
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