

Human Resource Quality Manual 3	Issue Date: 17 <sup>th</sup> November 2011
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### JOB DESCRIPTION

<b>Title of Post:</b> Practice Leader - Living Options	<b>Location:</b> Living Options Services in Belfast
<b>Accountable to:</b> The Head of Living Options through the Registered Manager	
<b>Purpose of the Job:</b> As part of the Living Options services, the Practice Leader will enable clients who have learning / physical disabilities and associated conditions, to pursue a valued lifestyle by supporting them with personal care as well as with social, emotional, spiritual and daily activity needs.  The Practice Leader will mentor and supervise the Support Team and will work on the rota on an as required basis that includes unsocial hours and weekends.	
<b>Salary/Hourly Rate:</b>  Commencing  Point 1: £9.33 per hour plus sleep in payment	<b>Hours of Work:</b> <b>30 hours plus sleep in duties</b>
<b>Closing Date:</b> Monday 13 <sup>th</sup> Feb 2017 by 4pm	<b>Length of Contract:</b> 10-12 months to cover maternity leave

### Key Duties & Responsibilities:

#### Service Users

1. The Practice Leader will ensure that all work within the service is user focused and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice.
2. The Practice Leader will orientate new service users to the home and the local community, including introduction to neighbours as appropriate.
3. The Practice Leader will plan, develop and implement individual person centred programmes of support and care as required.
4. The Practice Leader will assess service users' needs on a regular and systematic basis through the completion of suitable assessment tools as required.
5. The Practice Leader will participate in monitoring and reviewing individual service user's skills and needs as required.
6. The Practice Leader will participate in supporting the physical and personal needs of service users.

7. The Practice Leader will ensure that medication is held, stored and administered in accordance with The Cedar Foundation's Medication Policy.
8. The Practice Leader will assist with the organisation and preparation of review meetings as required.
9. The Practice Leader will liaise with all other appropriate persons involved in the programme of care of service users.
10. The Practice Leader will ensure service users' opinions and suggestions are listened to and their personal problems dealt with in a sensitive manner.
11. The Practice Leader will provide practical care where appropriate for service users who may be ill.

### **Staff**

1. In the absence of the Registered Manager the Practice Leader will take responsibility for the day to day running of the home.
2. The Practice Leader will plan and organise staff duty rotas on a weekly basis for the Support team as required.
3. The Practice Leader will work with the Support Team to ensure objectives and methods of work with each service user for the coming week are understood.
4. The Practice Leader will facilitate and assess staff working to NISCC induction standards and Codes of Conduct to ensure individual requirements are being met.
5. The Practice Leader will facilitate effective communication processes.
6. The Practice Leader will supervise staff on a formal basis and provide input to staff performance appraisals and staff personal development profiles as required.
7. The Practice Leader will complete competency observations of staff to ensure Person centred support is achieved for all service user's.

### **Administration**

1. The Practice Leader will maintain and ensure that daily records of service provision are maintained within Service User files.
2. The Practice Leader will write up evaluation of care interventions and reviews of individual Service Users' progress.
3. The Practice Leader will report any changes in, or concerns about, individual service users to the Registered Manager.
4. The Practice Leader will take responsibility for receiving and receipting all service user monies and monitoring petty cash expenditure as applicable following the identified procedure.
5. The Practice Leader will have an awareness of all Cedar Foundation's Policies and Procedures and will deliver services in compliance with the Cedar Foundation's ISO 9001:2000 Quality Management System.
6. The Practice Leader will ensure a sustainable service through the delivery of support to individuals as per contractual arrangement.

### **Meetings and Training**

1. The Practice Leader will attend Practice Leader and general staff meetings with the Registered Manager to review and plan work.

2. The Practice Leader will attend individual supervision meetings with the Registered Manager.
3. The Practice Leader will participate in in-service mandatory training.
4. The Practice Leader will facilitate NISCC and in-house Induction training for new staff as required.
5. The Practice Leader will develop knowledge and expertise in requirements to meet regulatory standards.
6. The Practice Leader will develop knowledge and expertise of the Cedar Foundation Code of Ethics, Customer Care, Health and Safety Risk Management System and ISO systems.
7. The Practice Leader will develop knowledge and expertise on the effects of Learning and physical and sensory disability and any other condition pertaining to the service users.

### **Accommodation / Health and Safety**

1. The Practice Leader will be aware of and act in accordance with The Cedar Foundation's Health and Safety Policy.
2. The Practice Leader will be aware of and act in accordance with The Cedar Foundation's Safeguarding Policies.
3. The Practice Leader will conduct all activities in a manner which is safe to themselves and others.
4. The Practice Leader will carry out health and safety monitoring checklists as indicated including the risk assessment and will report on complaints and adverse incidents as required.
5. The Practice Leader will report the need for repairs or maintenance in the accommodation to the appropriate agency/individual.
6. The Practice Leader will delegate maintenance and repair work which is the responsibility of the Cedar Foundation, and will follow up that which is the responsibility of outside agencies.
7. The Practice Leader will participate in cleaning as required to ensure agreed standards are maintained.

### **General**

1. Carry out other duties commensurate with the post.

## Person Specification – Practice Leader (Registered Residential Care)

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced By:</b>
<b>Education/Training/Qualifications</b>	<p>A minimum of GCSE Maths and English at Grade C or above (or equivalent).</p> <p>NVQ 3 (Health &amp; Social Care) or equivalent.</p> <p>Registered or applying for registration with the N. Ireland Social Care Council.</p>	<p>Car driver with access to car or can demonstrate how they would travel across services.</p>	<p>Application form</p> <p>Application form</p> <p>Application form</p>
<b>Experience</b>	<p>Demonstrable evidence of 1 years experience working with people in a care/ support capacity within the last 2 years.</p> <p>Experience in planning or implementing and reviewing individual support packages.</p> <p>Experience of providing direct personal care to individuals</p> <p>Demonstrate knowledge of the principles of supervisory management.</p> <p>Experience of team working.</p>		<p>Application form</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<b>Specialist Knowledge &amp; Skills</b>	<p>Knowledge of the Supported Living and or Residential model of service provision.</p> <p>Knowledge of the effects of disability</p>	<p>Knowledge of RQIA.</p> <p>Knowledge of DHSS&amp;PS Minimum Standards for Residential / Domiciliary Care</p> <p>Knowledge of Learning and, physical or sensory disability and associated conditions.</p>	<p>Interview</p>
<b>Circumstances</b>	<p>Flexibility to work on a rota basis that requires sleep over duties.</p>	<p>Full valid driving licence on application.</p>	<p>Application form</p> <p>Interview</p> <p>Valid driver licence, business insurance &amp; MOT cert as relevant</p>
<b>Other Requirements</b>	<p>Access NI check</p> <p>Able to fulfil the Occupational Health requirements for the post</p>		<p>Valid documentation</p> <p>Occupational Health questionnaire</p>

	Job References		2 satisfactory references
	Valid work permit		Work permit

**This Job Description is a general outline of the post as it is currently perceived by Cedar Foundation. It is not intended to be restrictive or definitive.**

**Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.**

**The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.**

**THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**