**Job Description**

This job description gives an over view of the post, the key responsibilities and the context within which the post is offered. It is not intended to be an exhaustive statement of Terms and Conditions within The Kent Autistic Trust (“KAT”).

**Post Details**

Job Title: Shift Leader

Reports to: Manager

Document Id: SL#0001/01092018

**Values and Commitment**

KAT is committed to providing high quality supports designed around individual abilities, needs and choices. KAT is committed to promoting independence and inclusion within communities. KAT believes everyone is able to make their own individual contribution. KAT seeks to work in partnership with all relevant parties but in particular with the individual themselves.

**Support Services**

KAT supports over 120 people in Medway and across Kent and provides a wide range of services designed to meet diverse needs. KAT supports people with autism, learning disabilities and related difficulties. KAT supports vulnerable adults. KAT provides residential homes, supported living accommodation, day resource services, respite and outreach services (from people’s own home). KAT is keen to ensure the voice of those we support is actively listened to, both in terms of the development of individuals’ support and in terms of our organisational development.

**The Job**

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| The Shift Leader will provide first line management and lead a small team of support staff. They will be responsible for ensuring all current and newly referred individuals receive high quality, person centred supports. They will lead and support practice development within the team and will provide coaching and mentoring to team members. In order to ensure the Shift Leader has the opportunity to establish and maintain direct contact and involvement with those we support, an element of their role will be direct support provision. They will be responsible for preparing and maintaining up to date support plans and co-ordinating the provision of high quality, individualised, support by support staff. They will ensure good joint working practices are established and maintained with relevant parties. Key to the job is adopting a proactive approach to achieving a positive, engaging, promotional and relationship building role with Care Managers and all other stakeholders. The Shift Leader role may include but not be limited to: * Assisting individuals with personal care and hygiene
* Household management tasks
* Working with individuals who can display challenging behaviour
* Accompanying individuals who have religious beliefs that may differ from your own
* Working with individuals who smoke; including indoors in a smoking environment
* Lone working
* Working various shift patterns including evenings, nights, weekends and public

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| **Key Responsibilities**1. **Oversee the day to day running of designated services**
* Ensure rotas are in place to meet contracted hours of provision and effectively support the individual
* Ensure records of support provision are accurately maintained
* Ensure weekly returns are completed and sent to the appropriate section
* Implement and monitor service systems according to policy and procedure
* Manage all finances relating to the service in accordance with financial policies and procedures
1. **Support staff in the delivery of service**
* Provide direct supervision to support staff
* Provide on-site coaching and mentoring to staff
* Lead staff in writing, implementing and reviewing support plans which reflect the interests and wishes of the individual
* Identify staff training needs and plan to meet these in conjunction with the Team Manager
1. **Contribute to the service provision and development**
* To work on shift as agreed per service, providing direct support to individuals
* Promote and support inclusion throughout the service, identifying and discussing employment and leisure opportunities in the community
* Facilitate person centred care planning, as required
1. **Learning & Development**
* Effectively identify and contribute to learning and development activities including meeting Trust targets for RQF achievement.
1. **Maintain Effective Communication**
* Develop and maintain effective communication systems within the service
* Hold regular team meetings
* Ensure relevant parties involved in planning an review of support are regularly updated on changes and progress through regular, planned reviews and reports
* Establish and maintain effective communication with families and relevant others
1. **Protection of Vulnerable Groups**

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| * Shift Leaders, in common with all Trust staff, have a duty to protect supported individuals from abuse and to report any concerns immediately to their Manager or other management. All staff have a duty to ensure they comply with requirements under the Safeguarding Vulnerable Groups Act 2006.
1. **Compliance with KAT Policies and Procedures**
* Staff should familiarise themselves with the Trusts policies and procedures, including Health and Safety, Equal Opportunities, Discipline and Confidentiality.
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1. **Additional Duties**
* Shift Leaders will be required to participate in sleepover arrangements where service needs dictate.
* Undertake other duties as required.
* Promote the Trust in a positive manner.
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**Code of Conduct Healthcare Support Worker or Adult Social Care Worker in England**

As a Healthcare Support Worker, you make a valuable and important contribution to the delivery of high quality healthcare, care and support.

This Code is based on the principles of protecting the public by promoting best practice. It will ensure that you are ‘working to standard’, providing high quality, compassionate healthcare, care and support. The Code describes the standards of conduct, behaviour and attitude that the public and people who use health and care services should expect.

You are responsible for, and have a duty of care to ensure that your conduct does not fall below the standards detailed in the Code. Nothing that you do, or omit to do, should harm the safety and wellbeing of people who use health and care services, and the public.

In accordance with the code you must:

1. Be accountable by making sure you can answer for your actions or omissions.
2. Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use health and care services and their carers at all times.
3. Work in collaboration with your colleagues to ensure the delivery of high quality, safe and compassionate healthcare, care and support.
4. Communicate in an open, and effective way to promote the health, safety and wellbeing of people who use health and care services and their carers.
5. Respect a person’s right to confidentiality.
6. Strive to improve the quality of healthcare, care and support through continuing professional development.
7. Uphold and promote equality, diversity and inclusion.

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| Experience | * Two years previous experience in a human services setting
 | * Working with people who challenge
* Experience of supervising staff and co-ordinating support provision
* Experience of working with other agency’s staff
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| Education, Qualifications and Training | * Level 3 in Care, or completion within a specified period of time
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| Values Base | * A belief in inclusion, evidenced through work practice or personal experience
* A desire to ensure people supported are at the heart of decision making
* Commitment to the principles and practices of continuous improvement
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| Skills, abilities and knowledge | * Ability to plan and prioritise workload
* Ability to motivate staff
* Ability to write support plans
* Ability to draw up and adjust rotas as required
* IT literacy and familiarity with Microsoft Outlook and Word
* Report writing
* Understanding of budget management systems
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| Interpersonal and social skills | * Good communication skills
* Ability to liaise effectively with a range of stakeholders
* Promote the Trust positively
 | * Knowledge of Augmentative Communication Methods
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I hereby accept the terms as stated on the Shift Leader Job description

Printed Name

Signature

Date