

Camphill Devon Community – Job Description

Job Title: Supported Living Deputy Team leader

Reporting to: Supported Living Team Leader

Job Purpose

To assist the Team Leader in ensuring the provision of a person centred service which responds to the needs of tenants, enhancing quality of life and promoting independence

Main Tasks and Responsibilities

1. To assist the Team Leader with the day to day management of the supported living service, maintaining up to date and accurate records as required by Camphill Devon Community and registration requirements
2. To ensure that all aspects of the care/support provided by the service comply with CQC Essential Standards of Quality and Safety / KLOEs in addition to Health and Safety requirements
3. To ensure staff rotas are created to reflect the support needs of tenants and to be responsible for the distribution of staff and tenant rotas
4. To provide direct care and support to tenants ensuring practice remains person centred at all times
5. To liaise with tenants to promote active engagement in decision making and to ensure that the individual's needs are met within a person centred environment
6. Support tenants in budgeting and managing of money including dealing with rent or benefit queries
7. Ensure tenants are involved in quality assurance processes and that their views and experiences shape the nature of their support and development of the service
8. To liaise with external agencies to promote tenants having real choice and control over the service they receive
9. To undertake sleep-in duties within the service
10. To contribute to the development of and work within all Camphill Devon Community policies and procedures

Work Areas

1 Safety, Welfare and Quality of life

- 1.1 Ensuring that all staff uphold the dignity of tenants so that all are enabled to take a lead in decision-making and shaping the nature of their support
- 1.2 Ensuring that matters of health and safety are accorded the highest priority, highlighting any areas requiring action to the Team Leader. Ensuring that all requirements in terms of the law and Camphill Devon Community's policies are met within the service
- 1.3 Ensuring that tenants are encouraged and enabled to express their opinions and wishes about all aspects of their lives, and help them take responsibility for such
- 1.4 Encouraging active relationships with others in the wider community

2 Support and supervision

- 2.1 To attend regular staff team meetings, chairing these meetings in the absence of the Team Leader
- 2.2 Contribute to the wider management functions within Camphill Devon Community
- 2.3 Meet with the Team Leader on an individual basis to participate in supervision and goal setting to support service and professional development

3 Service Management

- 3.1 To assist the Team Leader in ensuring there is a tenant led, robust and published rota system in place which provides sufficient staff across the service at all times to meet the tenants needs and the standards agreed by Camphill Devon Community
- 3.2 To assist the Team Leader in ensuring that the procedures agreed for evidencing compliance with the Care Quality Commission Essential Standards of Quality and Safety and other relevant legislation are known and adhered to within the service
- 3.3 Along with the Team Leader, respond to urgent telephone calls relating to your duties outside your planned working where reasonably practicable.
- 3.4 To hold regular tenant meetings for feedback on satisfaction levels and areas to develop
- 3.5 Operate effectively and efficiently within the vision, values policies and procedures of Camphill Devon Community
- 3.6 Support the festivals which Camphill Devon Community celebrates by helping to organise events and involve tenants as they choose

4 Administration and financial record-keeping

- 4.1 To assist the Team Leader in ensuring tenants care/support plans and risk assessments are established and reviewed regularly involving the tenant in this process to promote control and independence
- 4.2 Ensure staff support tenants with budgeting and money management appropriately, keeping accurate and transparent records of staff involvement
- 4.3 Maintain timely, complete and accurate service records including tenant and staff records
- 4.4 Ensure staff support tenants to document all appointments in appropriate manner (ie tenant diaries etc)
- 4.5 To contribute to internal reviews of tenant support

5 Training

- 5.1 To undertake training as required by legislation, job role and Camphill Devon Community
- 5.2 To keep yourself updated on social care developments and best practice

6 Other Duties

- 6.1 To deputise for the Team Leader in their absence
- 6.2 To undertake any other duties appropriate to the role of Deputy Team Leader