

## **1. JOB DESCRIPTION**

1.1	TITLE	Employment Support Team Leader
1.2	EMPLOYED BY	Crossroads
1.3	RESPONSIBLE TO	Care Coordinators
1.4	STAFF MANAGED	Carer Support Workers within CCV

## **2. OVERALL PURPOSE OF POST**

- 2.1 To provide a service offering support and assistance to individuals, aged 16+ with learning difficulties and their carers, enabling the individual to access training, appropriate further education and employment.
- 2.2 Liaise with prospective employers, businesses and partners to identify and source placement opportunities.

## **3. PRINCIPAL DUTIES AND RESPONSIBILITIES**

- 3.1 To co-ordinate and work with service users with a learning or physical difficulty.
- 3.2 To promote an awareness and understanding of the needs of those with learning/physical difficulty within the local community.
- 3.3 To liaise and develop working relationships with carers, statutory and non statutory organisations and other relevant agencies.
- 3.4 To work closely with disabled people, families and carers, and other providers and agencies in developing services.
- 3.5 To oversee and grow social enterprises that bring in an income for the scheme.
- 3.6 Oversee carer support staff whilst working on the scheme.
- 3.7 To source and support service users to gain qualifications appropriate to their ability and relevant goals.
- 3.8 Maintain accurate and up to date client files.
- 3.9 Follow up referrals made to the scheme, liaising with other professionals involved to determine the clients' needs.
- 3.10 Ensure accurate records and paperwork is kept for the scheme including accident forms and attendance registers.
- 3.11 Provide reports and/or statistical information required by management
- 3.12 To identify new initiatives aimed at broadening service user's experiences and skill base.
- 3.13 To monitor and evaluate the scheme at regular intervals.
- 3.14 To lead regular team meetings, prepare and circulate meeting minutes.
- 3.15 To work and ensure all staff work in a confidential manner concerning families and organisational matters.
- 3.16 To respect and ensure all staff respect the personal choice of lifestyles of colleagues and people with care needs, ensuring that the Equal Opportunities principles are applied at all times.
- 3.17 To work as part of a committed, enthusiastic and dedicated team.
- 3.18 To comply with Crossroads policies and procedures and the IOM Safeguarding Board procedures.

3.19 To undertake any other duties commensurate with the grade and level of responsibility of the post, for which the post holder has the necessary experience and/or training.

**4. RESTRICTIONS TO DUTIES**

4.1 Do not carry out any task which requires a specialised task form to be completed (i.e. tube feeding etc) unless authorised and trained to do so.

4.2 Do not administer medication unless trained and authorised to do so. Any staff member authorised to administer medication must read Crossroads medicine policy first. The policy is available to read from the Crossroads office.

## PERSON SPECIFICATION

Skills and Experience	D = Desirable E = Essential
Educated to degree standard	D
Proven team management skills	E
Excellent communication and organisational skills	E
Experience working with young people who have learning/physical disability	D
An excellent working knowledge of the difficulties faced by people with learning disabilities and/or mental health issues and the strategies involved in dealing with such difficulties	E
High standard of computer literacy	D
Ability to conduct yourself in a punctual, honest and reliable manner	E
Ability to work in a confidential manner	E
Ability to follow guidelines and procedures laid down by the organisation and current legislation	E
Clean Driving Licence and use of a car	E
Ability to work flexible hours to include evenings and weekends	E
Commitment to undertake necessary training	E
Ability to work with and support the care team	E
Knowledge of carers' and service users needs and the issues affecting them	E
Willingness to be involved with fundraising projects that may involve weekend or evening commitment	E