

|  |
| --- |
| **Job Description** |
|  **Senior Supervisor - Day Horizons / Outreach**  |
| **Introduction**Autism Initiatives is committed to working in partnership with service users, their families, commissioners and others to provide a specialist, autism specific, person centred and outcome focussed service for people with autism spectrum conditions.All staff are expected to:* Work in the context of Autism Initiatives’ Vision, Mission and Philosophy and to use our ‘Five Point Star’ approach in order to support service users in achieving their goals.
* Work to develop their abilities in line with the Autism Initiatives Competency Framework.
* Recognise the positive abilities of service users and support our shared belief in life-long learning.
* Adhere to the Autism Initiatives’ Code of Conduct and the General Social Care Council’s Code of Practice, showing a high degree of professionalism, resilience, and a willingness to remain committed when the work becomes more difficult.
 |
| **Location**The post will be based at Horizons Services. Travel may be required. |
| **Line Manager**The Senior Supervisor is managed and supervised by the Area Manager. |
| **The Manager will**:1. Be responsible for the day to day running of the services, and accountable for the overall quality of the services.
2. Ensure that Working Files and Support Plans are appropriate and up to date and that all records are maintained in an efficient and professional manner.
3. Ensure that reporting both internally and externally is carried out in a timely and effective way.
4. Specifically take account of the choices, needs and wishes of each service user, involving service users in their own plans and day to day decisions.
5. Take personal responsibility for learning about each service user and the way autism affects them; for ‘listening’ to the individual; and for reflecting on own practice to continuously develop their own knowledge and skills.
6. Maintain service user confidentiality at all times.
7. Ensure service users receive support from their key workers in their daily lives, alongside the team, supporting them to make appropriate choices regarding their nutritional needs.
* Reporting to the Area Manager *any* concerns regarding the service user’s welfare including health and safety issues/family liaison/MDT/HSE/Other.
1. Carry out assessments and write reports as necessary.
2. Contribute to service user reviews, and all monitoring and inspections, both in writing and in person as required.
3. Carry out required Health and Safety related monitoring and reporting.

**Management of the staff team:**1. Hold regular team meetings, lead and support effective teamwork.
2. Offer day to day advice and guidance to staff, giving formal supervision and appraisal as required according to policy.
3. Forward plan duty rotas to support day to day working
4. Plan, organise and deliver training and development as necessary.
5. Recruit and interview staff, maintaining the required staffing levels for service user support.
6. Ensure that all staff access mandatory and development training and that learning is transferred to practice in line with policy.
7. Participate in any investigations, grievances, complaint or disciplinary actions, in accordance with the organisation’s procedures

**Finance:**1. Liaise with the Area Manager and Finance Team in the preparation of the annual budgets.
2. Work within budget, maintaining and recording all required financial information.
3. Ensure Management Accounts are scrutinised and any discrepancies reported and rectified with the support of the Finance Team.

**Quality Services** 1. Ensure all internal and external monitoring e.g. internal peer reviews, compliance are prepared for and responded to in a timely and efficient manner.
2. Ensure all actions arising from monitoring are recorded, acted upon, and improvements evidenced.
3. Ensure that all quality reporting required are completed in an efficient and timely manner.

**Working together** 1. Work designated periods of rotation of the on call rota reporting to the Area Manager any serious incidents or accidents
2. Attend Managers meetings.
3. Attend FPM, Operational and HSE meetings.
4. Develop and maintain effective relationships with colleagues and teams so that we provide an efficient service user outcome focussed service.
5. Build and maintain a positive relationship with families and significant people in service users’ lives.
6. Build and maintain effective relationships with commissioners, health professionals and other colleagues whose work impacts on the lives of service users.
7. Engage with and contribute positively to local groups, creating and maximising opportunities for service users to be part of the community.
8. Attend and report on local forums as required.
9. Ensure that all feedback, including complaints, compliments and suggestions is encouraged, recorded, reported and used to improve the service.
10. Liaise with HSE, Local Councils, parents and relatives and other stakeholders.

**Personal Development** 1. Attend and contribute to own Supervision, Appraisals, training and other events as required.
2. Attend all relevant and required training and development programmes.
3. Change practice as a result of development experiences.
4. Continuously develop own leadership style, being a positive role model for teams and colleagues.
5. Take responsibility for own professional development.
 |
| The Senior Supervisor will also undertake any other task or work which arises within the scope of the role in order to meet the needs of the service.Duties will at all times be undertaken in compliance with Autism Initiatives’ Policies and Procedures, including Health and Safety. |
|  **2018****Signature ---------------------------- Date --------------------------------** |

# Person specification

|  |  |
| --- | --- |
| **Job Title:** | **Senior Supervisor**  |
|  |  |
| **Qualifications:** | **Essential:** | **Desirable:** |
|  | Relevant health care/Social Care qualification Supervisory experienceManagement experience. |   |
| **Knowledge:** | Knowledge in the area of Autism. Awareness and understanding of New Directions 2012.Current legislation and regulations relating to social care sector/HIQAUnderstanding of the needs and rights of individuals with autism. |  |
| **Experience:** | Multi-disciplinary working with people who have complex needs. Implementation and development of support/care plans, PCP`s/other | Lead/Chair meetings |
| **Skills/Abilities:** | The ability to use your own initiative. To organise and prioritise your workload.Knowledge of budgetsStaff supervisions and appraisals Good communicator.Good supervisory skills, with a hands on approach.To be flexible and proactive in problem solving situations. | Budget Holder/Rota Management  |
| **Personal Qualities:** | Able to work flexible and unsocial hours on a regular basis. Able to work evenings, weekends, on a rota basis Call. Attend/deliver training as required. |  |