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| Job Title:  | Vocational Hub Team Leader |
| Reports to (job title):  | Head of Learning Disabilities Provider Services |
| Line Manager to:  | Vocational Hub Coordinator & Job Coaches |
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## Job purpose

The Vocational Hub provides opportunities for people who have a learning disability and/or autism to engage in meaningful vocational activities through day services, groups, community volunteering placements, employability courses and to sustain paid employment.

The team leader will play a key role in driving this service forward by working with the job coaches and coordinators to find new opportunities for people. You will be forging links with employers, charities, community projects, town councils, educational partners, museums and more.

The role is a combination of direct face-to-face job coaching/project work, supervisory duties and service development.

Base

The main office location is Carrswood Day Service, Twerton, Bath. The role does include the flexibility of some remote working, however travel across the Bath and North East Somerset region is essential to carrying out this position.

This post is responsible for

As the Team Leader you will be responsible for:

* Leading the service by proactively researching new opportunities, engaging with partner organisations and building relationships.
* Monitoring incoming referrals for our services from the social care team or other partners.
* Ensuring we create and sustain suitable vocational opportunities to cater for a broad spectrum of needs and abilities.
* Supervising and supporting the Coordinators & Job Coaches. Maintaining supervision records.
* Maintain a varied caseload of clients to whom you will deliver face to face job coaching/coordinator duties. Job coaching through our service consists of whatever a person needs to maintain a paid or voluntary role, coordinator duties are the functions necessary to run a group/day service and support the people attending it.
* Attend Jobs Fairs, Forums, Promotional Events and other business development functions – this may involve working outside of normal hours, for which TOIL can be taken or overtime paid.
* Work within existing policies and be responsible for updating and creating local policies and standard operating procedures.
* Complete Access to Work applications and paperwork as applicable.
* Be aware of our other funding pathways such as personal budgets and support the team to claim these funds as appropriate.
* Maintain records that are relevant and accessible for the people we support.
* Maintain organisational records as required.
* To be accountable for the overall quality of the service and to ensure essential practices such as Safeguarding Adults & Children are followed.
* To work collaboratively with our day services and other elements of the organisation. Some reciprocal covering of duties within the Vocational Hub may be required.

## Our values

We have three values which help us stand out from the crowd, not just because there’s only three, but because they are unique to who we are. We care, we think, and we do.

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| **Care** | **Think** | **Do** |
| * Inspire
* Understand
* Communicate
 | * Challenge
* Improve
* Learn
 | * Accountability
* Involve
* Resilience
 |

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company’s employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management:  NHS Code of Practice](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/code-of-practice-on-confidential-information) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

* Completion of annual information governance training
* Reading applicable policies and procedures
* Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
* Ensuring the security and confidentiality of all records and personal information assets
* Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
* Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
* Reporting information governance incidents and near misses on Datix or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
* Adherence to the clear desk/screen policy
* Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company’s medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

Essential

* Good literacy, numeracy and IT skills demonstrated through qualifications or work experience.
* Good knowledge of social care/education/employability principles and practices.
* Previous experience of working in a health and social care, education or employment support environment.
* Ability to plan and organise the delivery of the service.
* Creative, enterprising and dynamic – you must be a person who is confident to approach organisations and individuals in a professional manner to drive the service forward.
* Experience of supervising staff or taking a lead role within a team.
* Ability to collaborate and work professionally with service users, families, employers and involved professionals/agencies to provide a service which meets needs and creates opportunities.
* Ability to take a holistic view of a person’s wellbeing, considering how elements such as home/family life, social activities, independence skills and other needs impact on a person’s vocational pathway.
* A warm, person-centred and respectful approach to working with people with a Learning disability and/or Autism.

Desirable

* Experience of Access to Work processes.
* Experience within a Job Coaching role.
* Previous experience of monitoring and managing budgets.
* Experience and knowledge of partner services such as We Work for Everyone, Future Bright and DWP Job Centre.
* Knowledge and understanding of the principles of Safeguarding & Information Governance.

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| Employee signature |
| Manager signature |