

Group Leader - Supported Living (York & Tadcaster)

Job Type: Full-time, permanent

Salary: £27,000 - £27,500 a year

Responsible to: Care and Contracts Manager

Responsible for: Support workers

Job Location

The Wilberforce Trust is now hiring for a Group Leader. As a mobile worker you will be covering the Trusts supported living services. These are across the York and Tadcaster area, also with the expectation you will work from various locations within the Trust as part of the role. This will include head office.

Purpose of job

Due to our growing services, this role is to join our already excellent Care and Contracts team. This role is to ensure the provision of support services enables people with visual impairments and additional disabilities to live safely, whilst maximising their independence and with dignity within the community.

To support the Care and Contracts and the Compliance and Performance Manager in ensuring a high quality of services is provided which is fully compliant with legislative and regulatory requirements including: CQC standards, Health and Safety Medicines Act, the MCA, Adult Safeguarding and the Data Protection Act.

To ensure all staff competencies are completed in line with these legislative regulations. This service is currently being provided in York and North Yorkshire, though further expansion of services is anticipated.

Main Duties

- Report to the Care and Contracts Manager
- To participate in an out of hours duty rota that will be linked to your on call duties and provide appropriate management support as necessary

- Providing monthly updates via the computerised database to the Compliance and Performance Manager on a wide range of internal audits, accidents and incidents progress and enquiries, complaints and compliments and safeguarding enquires
- To provide input into the quarterly report completed by the Compliance and Performance Manager to the Board of Trustees
- To review policies and procedures in relation to compliance as and when required
- To ensure, that services within the Trust maintain accurate and up to date records as appropriate for CQC, each Local Authority and the Wilberforce Trust
- To complete audits as directed by the Compliance and Performance Manager within the required timeframe which will ensure each service is compliant with the statutory requirements as a registered service in line with CQC standards and KLOE's.
- Ensure the services are fully compliant with CQC and statutory requirements by: ensuring actions from internal audits are implemented and imbedded into services.
- Ensure that when new procedures and recording tools are introduced into the service they are implemented into their area of work and feedback any issues to the Compliance and Performance Manager or the Care and Contracts Manager.
- To work alongside the Compliance and Performance Manager to ensure the services are fully compliant with CQC and statutory requirements as a registered service
- To work as part of the Operations Team and liaise with and report to colleagues on a regular basis regarding the progress of existing services
- To maintain detailed, accurate and up to date records as appropriate for CQC each Local Authority and the Wilberforce Trust
- To ensure that tenant outcomes in line with the Care Act including; health and wellbeing, social and recreational and educational, have been identified whilst promoting and monitoring these outcomes alongside support staff
- To ensure that documentation in regards to the achievement of tenant's outcomes is maintained
- To ensure that staff are evidencing that they are actively promoting and supporting tenants to maximise their independence enabling them to lead fulfilling and meaningful lives

Person Specification

- A relevant qualification in the management of health and Social Care, e.g. nursing or DipSW qualified or NVQ 5 equivalent or willingness to work towards
- Experience within a health and or social care environment

- Good Knowledge of community care legislation
- Knowledge of relevant legislation including Care Act, MCA, medication management and adult safeguarding
- A good knowledge of the CQC standards
- Knowledge of health and safety legislation including assessment of risks, accident and incident reporting and completion of related enquiries/ investigations

The closing date for this position is Friday 15th March