

CAMBRIDGESHIRE COUNTY COUNCIL

PERSON SPECIFICATION

Post: Team Leader
Location: Day Services
Grade: SO1

Education, Qualifications & Training

Essential

- NVQ Level 4 in Care or equivalent

Desirable:

- Management/Specialist Social Work Course
- NVQ Assessor
- Other relevant post qualifying training
- Food Hygiene training
- SCIP
- Moving and Handling training
- First Aid training

Knowledge & Experience

Essential:

- Understanding of the principles of inclusion
- Demonstrable experience of working with vulnerable people
- Experience of staff supervision
- Previous experience of working with carers and partner agencies
- Knowledge of how to prepare and evaluate individual care plans with service users
- Ability to adapt to change on a daily basis, and/or longer term as services develop and change
- Understanding of the need to determine and co-ordinate service options
- To take management responsibility for protection from abuse, and the support and protection required by service users
- Experience of service provision for people with disabilities

Desirable

- Demonstrable experience of managing and leading a team of staff
- Experience of budget management
- Experience of service development work
- Experience of managing the process of change

Has knowledge of:

- A broad range of client groups
- Model of care for people with special care needs/challenging behaviour
- Relevant and up to date legislation
- Health and Safety Legislation

Skills & Attributes

Essential:

- The ability to motivate staff and service users
- Creativity and the ability to devise imaginative solutions
- A consultative and supportive style - but able to challenge when necessary
- Good organisational and administrative skills
- Ability to work as part of a team and on own initiative
- Ability to present information clearly and concisely, verbally and in writing
- Ability to plan and prioritise work to meet strict deadlines
- Leadership skills
- Assertiveness skills
- Financial awareness
- Good written and verbal communication skills

Attitude

Essential:

- Able to maintain confidentiality
- Commitment and enthusiasm towards working with people with disabilities.
- Commitment to the principles of independent living
- Commitment to the development of service within community setting
- Commitment to equal opportunities.
- Willingness to undertake training and development
- Committed to anti-discriminatory practice
- Commitment to providing a high quality needs led service
- Willingness and capacity to work with people who may have challenging behaviour.
- Insight into carers needs
- Commitment to individualised service provision

Circumstances

Essential

- Able to work weekends and evenings when the service requires.
- Able to travel across the county

Desirable

- Driving Licence

- Mini-bus driving permit