

# Job Description



**Job Title:** House Leader

**Reports to:** Registered Manager (Learning Disabilities)

**Based at:** Attleborough Supported Living Contract

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## Key Objectives of Role

1. To provide a service to people with learning disabilities and others within the community.
2. To support and develop service users to achieve greater independence.
3. To lead, support and develop the team.

## Main Responsibilities

1. To work with the team and with partners to ensure that the service is of a high standard.
2. To undertake tasks with the users of the service which ensure their physical and emotional wellbeing.
3. To help assess the needs of service users and develop outcome focused care and support plans to meet those needs and support service users to achieve their individual goals and aspirations.
4. To ensure that any safeguarding issues and referrals are reported to the required agencies.
5. To treat service users with dignity and respect at all times.
6. To induct, support, develop and supervise the team through regular 1-2-1's, coaching and appraisals.
7. To have an understanding of, and follow the reporting requirements for safeguarding, MCA and the application of DOLs.
8. To take personal responsibility to uphold the Empanda Values – accountability, commitment, compassion and integrity.
9. To take personal responsibility for demonstrating the aims of the Empanda Equality and Diversity objectives.
10. To take personal responsibility for own Health, Safety and Welfare and that of colleagues in the workplace and service users.
11. To take personal responsibility for achieving value for money where appropriate.

## Key Tasks

1. To create, maintain, monitor and develop high standards of practice through team working and the supervision, direction and support of team members.
2. To regularly attend and take an active part in team meetings, ensuring there is open and honest discussion that enhances good practice.

3. To help create and maintain practices within the staff team, which support the provision of a high-quality service to service users and carers.
4. To act in a way that supports an open and honest team process and thus ensures that the team works efficiently and effectively.
5. To liaise with community support workers and the management team to ensure the best use of staff resources at the scheme.
6. To provide day-to-day support and advice to colleagues working on the scheme.
7. To receive support and supervision from line management, identify personal training needs and develop plans or identify training opportunities to meet those needs.
8. To undertake any training that is agreed to be necessary for the job.
9. To work within a rota to provide appropriate support for service users.
10. To undertake sleep-in duties to ensure appropriate cover for the service, as required.
11. To maintain a level of proficiency in First Aid.
12. To maintain a knowledge and understanding of procedures in case of emergency.
13. To keep proper account of the expenditure of any monies belonging to the organisation and/or individual service users.
14. To undertake domestic tasks, usually in association with service users, to ensure proper standards of health, hygiene and catering.
15. To take responsibility, with service users, for menu planning and food preparation.
16. To identify any actual or potential risks under the Health and Safety at Work Act and bring them to the attention of the Services Manager.
17. To ensure the smooth and efficient running of the service and developing knowledge of service users' particular and individual requirements, co-producing outcome focused care and support plans to meet their needs.
18. To monitor the health and welfare of service users, always aiming to achieve in practice the principles of normal living.
19. To undertake risk assessments and monitor the risk of particular activities to ensure that, within the limits set by the individual's needs for growth and change, the individual is not exposed to unnecessary risk.
20. To support service users in their medication regime, in line with defined policy and practice.
21. To provide a link for information, communication and support between the service and the carers and supporters of service users.
22. To attend and participate in local provider meetings as appropriate.
23. To keep up with current legislation and regulations, ensuring that any changes are implemented.
24. To liaise with the carers and supporters, ensuring that their views and those of the service user are heard.

## Person Profile

<b>Selection Criteria</b> <b>A = Application form</b> <b>I = Interview</b> <b>T = Test</b> <b>D = Desktop or other practical exercises</b>	<b>Essential or Desirable (E, D)</b>	<b>Assessment Method (A, I, T, D)</b>
<b>Experience:</b>  1. Proven track record in a care and/or support role at a supervisory level.  2. Experience of working within a regulated service and good knowledge of current regulatory requirements.  3. Experience of providing a service to people with a learning disability.  4. Experience in safeguarding referrals and reporting.	E  E  D  E	A, I  A, I  A, I  A, I
<b>Qualifications:</b>  1. Minimum of a Level 3 health and social care qualification.  2. A formal care management qualification  3. Basic Food Hygiene Certificate, First Aid Appointed Person, Manual Handling.	E  D  E	A  A  A
<b>Skills and Qualities:</b>  1. Empathy - with service users.  2. Conscientiousness, care and compassion.  3. Good leadership and communication skills (both verbal and written English).  4. Ability to performance manage a team to achieve excellence in service provision  5. Ability to advocate on behalf of service users.  6. Ability to prioritise workload and work unsupervised.  7. Full, clean driving licence (Business Class 1 Insurance)  8. Good understanding of the Microsoft Office Suite and Digital Care Planning.	E  E  E  E  E  E  E  E	I  I  A, I  I  A, I  A, I  A, I