

# Partners for Inclusion

## Service Leader Job Description

### Accountable to:

Accountable to the Project Director – Just Connections

### Role and Responsibility

To work with people we support as their Service Leader, provide line management to Team Leaders and contribute to the development of the organisation.

### Core Purpose

Directly manage the services provided to a small number of people we support.

Provide leadership, line management support and guidance to Team Leaders.

Contribute to the development of the Central Team and Service Leader group.

Contribute to maintenance and further development of the organisation, building on the traditions and values of Partners for Inclusion.

To assist the people we support by creative Service Design and person centred approaches to move their lives in the direction they choose and assisting the Service to be as invisible as possible within their lives.

To be proactive in keeping up to date with developments in social care and it's management (E.g. best practice, trends or legislation).

### People we Support

- The Service Leader will meet regularly with the person supported regularly to ensure that the service is continuing to meet their lifestyle and needs.
- The Service Leader will assist the team to think creatively about all aspects of the Service Design and the person's life by challenging and encouraging them to consider alternative and new ways of thinking and providing support.

- The Service Leader will ask the appropriate teams &/or people to assist them to offer person centred planning opportunities if the person being supported wants to change aspects of their life or service.
- The Service Leader will ensure that Person Centred Planning happens for each person supported at least once a year unless they explicitly refuse this.
- The Service Leader will assist the Team Leader and the team in problem solving around the person supported, whenever this is required.
- The Service Leader will be responsible for the development of Service Designs and Working Policies.
- The Service Leader has a responsibility to contribute fully to multi agency working in respect of the person supported.
- The Service Leader is responsible for redesigning the service in the event of changes within the person's life or circumstances, and in response to their wishes and person centred planning.
- The Service Leader will explore, with the teams, opportunities for the person supported in respect of employment, friendships, hobbies or interests.
- The Service Leader will support people to be connected to the communities, groups and associations of their choosing.

### **Management Responsibilities**

- The Service Leader will provide direct line management support to Team Leaders for those services they have responsibility for.
- The Service Leader will identify the training and support needs of relevant staff and to ensure appropriate training is arranged and undertaken.
- It is the Service Leaders role to attend relevant team and organisational meetings as and when necessary.
- The Service Leader will support the development of Team Leaders by assisting them to enhance their level of experience and confidence in all areas of leadership in their teams.
- The Service Leader will promote autonomy by enabling decision making to happen as close to the person supported as possible.

- The Service Leader is responsible for the recruitment of staff and delegate recruitment tasks as appropriate.
- The Service Leader may be involved in implementing Partners for Inclusion's Investigation and Disciplinary Procedures.
- It is the role of the service leader to influence and develop, with others in the organisation, the necessary Policies and Procedures required by law, contractual obligations, safety and organisational needs.

### **Resource Management**

- The Service Leader is responsible for developing, managing and monitoring Individual Service Fund (ISF) budgets, in conjunction with the Finance Team.
- It is the Service Leader's role to discuss and share information regarding the annual ISF with the person supported, their team and others, (i.e. family circle or advocate) where appropriate.
- It is the Service Leader's to alert the Project Director / Finance Director of any difficulties within the ISF and to take appropriate action to remain within budget.
- The Service Leader will take responsibility for ensuring that the Finance Policy is adhered to in the services they manage.
- It is the Service Leader's responsibility to work in a way that considers the overall financial wellbeing of the organisation.

### **Quality and Safety**

- The Service Leader will contribute to the maintenance and further development of quality assurance and safe working procedures for the whole organisation.
- The Service Leader will ensure that the organisation's policies and procedures in relation to quality and safety are adhered to through audits, regular supervision with Team Leaders and meeting the person supported.
- The Service Leader will ensure that Service Designs and Working Policies are regularly updated and embrace creativity and positive 'risk taking' ensuring that, the person supported is not being overprotected or that unnecessary risks are being taken.

- The Service Leader will ensure that the hopes, dreams and actions captured at the person's annual Planning Day are used to guide the work of their team.
- The Service Leader will ensure that staff's health and safety needs are addressed by adhering to the organisation's Health and Safety Policy and Procedures.