

## **Job Description**

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care / Day Services
<b>POST:</b>	Team Leader - PBS
<b>GRADE OF POST:</b>	GR09
<b>RESPONSIBLE TO:</b>	Assistant Day Services Manager

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### **JOB PURPOSE:**

Initiate the development and implementation of individuals Day Service packages derived from their Person Centre Plans and/or Positive Behaviour Support Plans which are designed to meet the requirements of individual service users.

You will engage with individuals in a wide range of community and centre based activities at Bridgend Resource Centre and/or seek to maximise independence and skill development through community intergration and the delivery of outcomes that are linked to the Social Services & Wellbeing Act (Wales).

Responsible for providing guidance, instruction, direction, mentoring and leadership to a small group of operational staff, ensuring an efficient flow of day-to-day operations to service users.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Develop individual Day Services packages in agreement with the Assistant Day Services Manager and lead on their implementation.
- Undertake risk assessments for individual service users.
- Line-manage an operational team (consisting of a Assistant Team Leader and a number of DSA Asistants/Drivers), ensuring all BCBC policies and procedures (e.g. HR) are consistently adhered to, whilst maintaining an efficient and effectively run service.
- The assessment of service users' skills, strengths and needs, building upon them and addressing needs as identified in their Care Plans while promoting the service users overall well-being.
- Encourage service users to make informed choices about the activities they would like to undertake using diverse communication techniques.
- Completion and submission of Incident/Accident Forms.
- Completion of brief behavioural assessment tools & disability distress tool for individual service users and to lead on co-ordinating the completion of PBS plans for sign-off.
- Have pastoral responsibility for an identified group of service users and being the point of contact for relatives and/or carers and all other interested

parties i.e. multidisciplinary team within the Community Hub Model or Bridgend Resource Centre.

- Maintain accurate records on individual Service Users as required and overseeing the collection of data for the measurement of outcomes of service activity.
- Planning activities and supporting service users in a variety of settings both in Bridgend Resource Centre and the Community Hubs ensuring that information, advice and assistance is available to individuals and the wider community.
- Assisting service users with personal and physical care tasks as and when required.
- Preparation and production of shift rotas for staff. Liaise with the Assistant Day Services Manager in order to resolve staff shortages as and when they arise to ensure that service users are kept safe.
- Ensuring that all financial transactions in the provision of activities are undertaken within the financial regulations of the County Borough, which will include day-to-day management of the petty cash/imprest account, signatory to staff timesheets/expenses and the ordering of goods/services required to meet service delivery need.
- Where required, and as delegated by the Assistant Day Services Manager, undertake day to day building management and key holder responsibilities for the Community Hubs or Heron House. Such duties would include environmental & fire risk assessment, the management of fire evacuation and reporting faults and information in relation to the built environment and legionella recordings and utility readings.
- Be responsible for the management of vehicles assigned to Bridgend Resource Centre/the Community Hubs, including the accurate submission of Drivers Defect Reports, BSOG Claims and ensuring vehicles are available for planned maintenance/safety checks.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.



**CRIMINAL RECORDS CHECK**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

## Person Specification

### Team Leader

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>QCF Level 3 Diploma in Health and Social Care (Adults) Wales and Northern Ireland; or hold a predecessor (Level 2) qualification.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
	<ul style="list-style-type: none"> <li>Positive Behaviour Support Qualification equivalent to NVQ/QCF Level 3.</li> </ul>	Yes	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with vulnerable people and sensory impairment.</li> </ul>	Yes	Interview, application form and selection process.
	<ul style="list-style-type: none"> <li>Experience of working in a care environment.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Experience of managing a team of staff.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Experience of maintaining accurate written records of work.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Experience of handling money.</li> </ul>		
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to form constructive working relationships with colleagues.</li> </ul>	Yes	Interview, application form, and selection process.
	<ul style="list-style-type: none"> <li>Ability to communicate clearly and effectively (orally and in writing) &amp; provide direction.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Ability to develop support packages and monitor to ensure positive outcomes for individuals.</li> </ul>	Yes	

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none"> <li>Ability to provide personal care whilst preserving the dignity of the Service User.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Ability to offer appropriate support to individuals in a wide variety of situations.</li> </ul>		
	<ul style="list-style-type: none"> <li>Ability to resolve problems effectively in accordance with standard procedures.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Awareness of Health &amp; Safety issues in the Workplace.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Ability to receive instruction and carry out tasks effectively.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Ability to demonstrate good organisational skills.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Ability to think clearly.</li> </ul>		
	<ul style="list-style-type: none"> <li>Ability to work flexibly and proactively.</li> </ul>		
	<ul style="list-style-type: none"> <li>The ability to communicate through the medium of Welsh.</li> </ul>		