

Job Description

Job Title	Team Organiser
Directorate	Adult Services and Health
Service	Assessment and Care Delivery
Grade	6
Competency Level	2
Salary	£33,024 - £37,366
Job Type	Office Based
Location	City Wide
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	

Job Purpose

Sedgemoor hub provides: respite for people living with dementia and their families, residential beds for people living with dementia and short term reablement for others. It is based in the north area of Liverpool. It aims to meet the needs and promote independence of individuals in a person-centred way. Team Organiser assists the Resource Manager and Deputy Manager with the day to day activities of a community resource ensuring that outcomes are met and service targets and priorities are achieved.

Directly Responsible For:

Team Organiser will be responsible for deploying a team of Reablement Assistants on a daily basis to provide support with various therapeutic and exercise activities to the service users who access the service. Team Organiser will also have direct supervisory responsibility to a small number of Reablement Assistants.

Directly Responsible To:

Resource Manager/ Deputy Manager

Main Areas of Responsibility:

- To work as part of city-wide team to support the Resource Manager with the day-to-day activities of a community hub/resource
- To work flexibly over 7 days, between 8am and 10pm (days) 10pm to 8am (nights) on a rota of shift patterns
- To provide cover within the hub in the absence of the Manager/ Deputy
- To supervise and develop a team of staff including annual appraisals, PRD and supervision.
- To oversee the implementation of care plans and discharge planning.
- To work in partnership with, or as part of an integrated team of allied health professionals (AHP)
- Act as a Trusted Assessor providing equipment / minor adaptations as agreed by Resource Manager
- Act as a Person Centered Planner to support services users and carers in the production of person centred support plans
- To assist the Manager with the preparation of staff rotas and annual leave.
- To carry out the administering of medication as and when required.
- To deliver an outcome focussed service which supports step up/ step down and discharge to assess.

- To work with internal and external stakeholders to support timely discharge home.
- To assist assessors in commissioning the most appropriate service in line with desired outcomes
- To participate in multidisciplinary team meetings and decision making.
- To take a proactive approach in assisting the development of further service options in the wider neighbourhood, including partnership working with Health.
- Establish strong links with other agencies and professionals in order to develop future services and alternative natural resources / links.
- To achieve targets, priorities and standards for hospital discharge and community support.
- To participate in training and supervision sessions in accordance with Liverpool City Council guidelines.
- To carry out all duties in accordance with the City Council policies and procedures, including the promotion of anti-discriminatory practice and equal opportunities.

Supervision and Management Responsibility:

- Ensuring Care plans and risk assessments are planned to include meaningful one to one conversations,
- Quality annual appraisals and regular workforce planning and development.
- Manages performance and behavioural issues effectively.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- Team Organiser will carry out various assessments of service users accessing the service including Manual Handling assessments. This may require Team Organiser to carry out physical tasks as well as using various manual handling equipment.
- Team Organiser may be, on occasions, required to work alongside Reablement Assistants and provide support to service users accessing the service. This may include providing support with therapeutic activities such as Rebound and Hydrotherapy.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Desirable

- NVQ Level 3 in social care

Experience

Essential

- Appropriate experience or working in a social care setting (A)
- Substantial experience of supervising or managing staff (A)
- Experience of dealing with complex individual cases and/or situations (A,I)
- Experience of promoting independence (A,I)
- Experience of managing referrals, care plans and discharge planning (A,I)
- Experience of the management of medication (A,I)

Desirable

- Experience of working as part of a multi disciplinary team
- Experience of meeting deadlines in a busy environment
- Experience of completing risk assessments

Skills/Abilities

Essential

- Ability to delegate, allocate and manage workloads in a hub environment (A,I)

Desirable

- Knowledge of managing risk in a community setting
- Ability to work as part of a team
- Ability to communicate effectively
- Good interpersonal skills

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Desirable

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level
- Must understand and be committed to Equal Opportunities and Anti-Discriminatory Practice