**NEW CHOICES**

**JOB DESCRIPTION: Hub Team Leader**

**DEPARTMENT / SERVICE: Day Services**

**LOCATION: Bradford/Keighley**

**HOURS OF WORK: 37.5 hours**

**RESPONSIBILITY TO: Cluster Manager and Area Manager**

**PURPOSE OF THE JOB:**

The Hub Team Leader role is central to the delivery of high quality services and promoting New Choices reputation.

The job requires an individual with drive, enthusiasm and commitment. Someone with a ‘Can Do’ attitude who has the ability to look for creative solutions to meet people’s support needs in a way that respects their individuality and works with the Cluster and Area Manager to build ‘fantastic’ staff teams who exude these qualities.

The values that drive you are just as important as your skills and abilities in delivering a high quality service.

New Choices is relying on you to create a good and memorable impression on everyone you meet in the course of your work.

**ACCOUNTABILITIES:**

These may vary according to the needs of the services and activities. The post holder will be given an outline of responsibilities by the Cluster Manager, but will also take on duties on own initiative, in line with the needs and wishes of the people we support and in line with safe working practices.

To work within the New Choices values and Policy standards to ensure that each person using the service has the chance to be fully integrated into their local community through employment, leisure and educational opportunities. Support the delivery of services/activities which enable people we support to achieve their aspirations and outcomes in life

1. To be responsible for the day to day operations of services
2. To use, promote and monitor Person Centred Planning for individuals
3. To promote a positive culture within services and culture of Person Centred working.
4. To ensure effective communication at all levels
5. To maintain, monitor and review records.
6. To monitor and evaluate the quality of the service being provided
7. To liaise with health and social care professionals
8. To attend meetings pertaining to the support of an individual including reviews, case conferences and assessments.
9. To support the ‘involvement’ of people accessing services
10. To identify community resources and facilities that will further enhance the lives of people supported by New Choices out in the community
11. To offer advice and guidance to the staff team regarding community resources and activities
12. To be responsible for the support, development and supervision of staff within the Hub including 1-1 supervision and Team meetings.
13. To contribute to the annual staff training plan.
14. To Co-ordinate and facilitate events , activities, new initiatives and joint working with other providers that will enable people to access the community.
15. To monitor health and safety working in accordance with New Choices policy and procedures and health and safety standards.
16. To ensure medication is administered in accordance with support plans and medication policy and procedures
17. To work with external people and organisations including parents and other carers, professionals to create new social and support networks.
18. To explore creative transport solutions.
19. To attend and participate in supervision and hub co-ordinator meetings.
20. To attend and participate in personal supervision and appraisal.
21. To co-ordinate personalised staff rotas.
22. To be responsible for designated budgets.
23. To contribute to the development and diversification of the service as requested.
24. To be flexible and open to change to support service delivery.
25. To undertake such other duties as appropriate to your responsibilities, grade and ability.