

THE AMBER FOUNDATION JOB DESCRIPTION FORM

The safe recruitment of staff in Amber is the first step to safeguarding and promoting the welfare of children and young people in our care. Amber is committed to safeguarding and promoting the welfare of all children and young people in its care. As an employer, Amber expects all staff and volunteers to share this commitment.

Job Title	Team Leader
Department/Location	Ashley Court, Chawleigh, Devon EX18 7EX
Responsible to	Senior Team Leader and Centre Manager
Hours of Work	9.00am-5.30pm Mon to Fri + 1 overnight shift per month
Salary	£24,675.00 + £74.12 Sleep in allowance

Summary of Position

- 1) The role of the team leader is an extremely important one, and one which demands patience, leadership and the ability to implement the Amber Course and Ethos. This will require flexible and lateral thinking on the part of the team leader.
- 2) The team leaders will be responsible for the development and eventual moving on of each Amberteer in their team. The team will consist of up to ten Amberteers at any one time.
- 3) The team leaders will be expected to plan and implement the delivery of The Amber Programme, using Dreams and Desires as the objective for each 'Amberteer'.
- 4) The team leaders will motivate Amberteers so they can elevate their self-esteem and self-reliance, enabling them to progress into employment, education or training.

Primary Responsibilities, Tasks and Duties.

To abide by all of Amber's policies and procedures and ensure that they are adhered to at all times and encourage others to do the same.

To ensure that each Amberteer is progressing, and that the progression is recorded and can be shown through the use of individual folders, internal reports and external progress reports.

To ensure that projects are organised each day, which should include external community projects as well as internal maintenance projects on the property and land.

To ensure that the course remains enjoyable and that there is a choice of projects, activities and career planning sessions. The programme is to include fun activities and projects at its core, in order to maintain Amberteers' motivation.

To ensure that the Amber programme remains enjoyable and that there are a choice of projects, activities and ETE (Education, Training and Employment) planning sessions. The programme is to include fun activities and projects at its core, in order to maintain residents' motivation.

To support residents in completing daily maintenance and room checks.

To ensure that the team contribute to all team members dreams and desires

To ensure that expenditure is within team budgets.

To ensure that each team member pays his/her rent on time and in full.

To ensure that the risk assessments are carried out and recorded for activities and projects.

To ensure that health and safety procedures are followed, and that neither Amberteers nor staff are put at risk.

To attend staff meetings, training and supervision on a regular basis, as required.

To take on other reasonable tasks and responsibilities as deemed appropriate by Line Management.

To facilitate resident's external appointments by providing transportation using one of Amber's vehicles and any other ad hoc transport as required.

To induct new residents to Amber by preparing their rooms for arrival and completing the necessary induction paperwork.

To complete a thorough needs assessment for each new resident and to begin a support plan.

To refer residents to external services or agencies as appropriate depending on the individual resident's needs.

To support residents in the planning, preparation and cooking of lunch time and evening meals.

To plan, prepare for and carry out resident activities and projects on a daily basis.

Take an active role in the implementation and achievement of organisational and team objectives

To build strong relationships with other staff members, and make full use of the support offered by Line Management and Head Office functions.

To build strong relationships with external services and agencies to support the needs of our residents.

Carry out assessments risk/initial/comprehensive to inform resident's programme journey

Carry out interventions relevant to individual needs including 1:1 sessions and group work/programme facilitation.

Develop and contribute to the through care needs of service users, supporting them in the development of move-on plans which are appropriate to their needs.

Ensure activities and the Amber programme is facilitated and co-facilitated to the standard required by and in accordance with any relevant policies, procedures and risk assessments.

Plan and manage your caseload effectively, making sure that residents and their needs are prioritized appropriately.

Review needs assessment and ongoing care plans liaising closely with external services and other agencies as required.

Complete and maintain service user logs, support plans and needs assessments to the required standards.

Proactively approach integrated ways of working and adopt a multi-disciplinary approach.

Contribute to the overall smooth running of the Amber programme by being proactive and solution focused.

Effectively manage information, particularly confidential information, within statutory duties and in accordance with best practice

Carry out drug urine testing and alcohol testing where this is required.

Use IT efficiently to support your role.

To take on other reasonable tasks and responsibilities as deemed appropriate by Line Management.

To carry out any Ad Hoc duties as required.

Personal Specification

Criteria	Essential	Desirable
Experience	<p>Proven ability to supervise and manage people and draw on their experience, interests and expertise to maximise the potential for the course.</p> <p>Experience of working with a disadvantaged or vulnerable client group with complex needs.</p>	Experience of working with disadvantaged young people.
Skills/Knowledge	<p>Commitment to resident participation, empowerment and anti-discriminatory practice and the ability to reflect that commitment in the project.</p> <p>Ability to maintain and project motivation and enthusiasm in a pressured environment.</p> <p>Ability to provide effective and enthusiastic leadership for</p>	<p>A wide variety of external interests.</p> <p>Excellent organisational skills.</p> <p>An understanding of The Social Benefits System</p> <p>Health and Safety/food hygiene or fire Qualification</p>

	<p>the team and to foster teamwork and good practice. Ability to work creatively and proactively with Amberteers, staff and other participants to explore opportunities for the development of Amber; to take imaginative ideas and form them into practical projects, programmes and activities.</p> <p>Ability to communicate effectively with and build relationships with a wide range of people, both verbally and in writing.</p> <p>Ability to prioritise and manage workload effectively, to make sound decisions and solve problems within a known framework.</p> <p>A good understanding of the issues and barriers our client group has to overcome in order to progress</p>	
<p>Personal Qualities</p>	<p>It is Amber's responsibility for safeguarding and promoting the welfare of all children and young people in its care. All applicants will need to evidence their suitability to work with children and young people.</p> <p>Ability to communicate effectively with a wide range of people, both verbally and in writing.</p> <p>Ability to prioritise and manage workload effectively, to make sound decisions and solve problems within a known framework.</p> <p>Approachable and patient character.</p>	