



Job Description - Practice Team Leader

Brief Purpose of the Post

The Practice Team Leader's main function is to manage the day-to-day activities of part of a service and to ensure high quality practice in service delivery. The Practice Team Leader will assist the Service Manager to develop and support a range of personalised, flexible, creative and responsive community based services for people with dementia and their carers. The Practice Team Leader will deputise in the absence of a Service Manager.

Posts managed

This post has line management responsibility for a range of roles including Day Care Organiser, Senior Support Worker, Support Worker, Volunteers and Student Placements. (Line manager relationships may vary dependent on locality. This is not an exhaustive list).

Main duties and responsibilities

- 1 **Manage service delivery:** respond to referrals, ensure the provision of good quality individual assessments and personalised support planning and service provision and maintain a high quality of service for people with dementia and carers.
- 2 **Participate in internal and external assessments and reviews:** representing the organisation at meetings as appropriate
- 3 **Manage staff:** train, support, supervise, appraise and develop staff and volunteers. Assist with the recruitment of DCOs and Support Workers.
- 4 **Represent the organisation** at meetings, events and other appropriate fora.
- 5 **Provide information:** give advice and information about dementia. Facilitate access to other agencies/resources.
- 6 **Promote the service:** promote and market the service to professionals and individuals.
- 7 **Manage finance and budgets:** ensure correct entries and collation of information so all returns are made within allocated timescales.
- 8 **Service planning:** provide information and reports regarding service activity to contribute to the service plan
- 9 **Promote peer support, educational and community opportunities:** work with Dementia Advisors and Link Workers to facilitate access to courses, support groups, cafes and other community activities for people with dementia and for carers.
- 10 **Manage premises:** to ensure workplaces are safe in conjunction with service managers. This may include office, resource centres or day care premises.
- 11 **Attend and contribute to meetings:** feedback to staff policy and operational changes and issues discussed.

- 12 **Professional Development:** to take responsibility of personal development and the development of the staff lined managed by the role.

Under direction of Service manager

- 13 **Development of the project:** identify gaps in service provision and encourage the development of effective, high quality innovative services. Play a key role in developing partnership working with other organisations and professionals.
- 14 **Awareness Raising:** to develop partnerships in responding to the needs of people affected by dementia.
- 15 **Any other reasonable request** within the capability of the jobholder.

All responsibilities and duties are to be carried out according to Alzheimer Scotland's standards, policies and procedures as described in the organisation's policies and procedures maintained on the intranet, and in accordance with the Standards of Care for Dementia in Scotland, National Care Standards and the Scottish Social Services Council Codes of Practice. Salary - The post is graded at points 27 to 30.

The post holder will be subject to PVG check.

This job description is open to review by the organisation at any time and was last revised in June 2013.

Alzheimer Scotland

Person Specification - Practice Team Leader

This person specification should be read with the job description for the post of Practice Team Leader. Please note that these competencies are not ranked in order of priority.

The following criteria will be used in selecting a candidate.

	Essential	Desirable
Attributes and values		
Self-motivated, dynamic, and able to work without close supervision.	√	
Understanding of and empathy with the organisation's aims and values.	√	
Full and valid driving licence and access to a vehicle during working time.	√	
Ability to assess and evaluate client need.	√	
Basic understanding of the principles, values and practice of community care service for vulnerable adults.		√
Shows a commitment to and understanding of equal opportunities, the elimination of discrimination and the empowerment of individuals and groups.	√	
Education		
Good general education.	√	
SVQ level 3 in Social Care or other relevant qualification.		√
Supervision & management of staff		
Sensitivity with regard to confidentiality covering service users, carers and staff	√	
Experience of managing or supervising staff or volunteers.		√
Experience of managing staff teams and rotas.		√
Experience and knowledge		
Understanding and/or experience of working in a rapidly changing environment.	√	
Understanding and/ or experience of working with, or supporting people with dementia and their families.	√	
Understanding of home care service delivery.		√
Understanding of the personalisation agenda.		√
Service users and carers		
Ability to relate purposefully and sensitively, communicate well and advocate on behalf of service users and carers in a range of settings.	√	

Ability to contribute towards care planning and reviews.	√	
Communication		
Approachable, with excellent listening skills, tact and the ability to offer support and encouragement in a non-judgemental manner.	√	
Ability to communicate effectively with senior managers in statutory bodies, community groups and with individuals.	√	
Good interpersonal communication skills both verbal and written.	√	
Experience of delivering presentations and training.		√
IT skills		
Ability to use home care database, input data accurately, use email and other computer packages.	√	
Personal qualities		
Good organisational skills and proven ability to manage own time and workload.	√	
Team work		
Ability to work effectively as member of a small team.	√	

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