Job Description and Person Specification

Job Title: Project Leader- Learning Disabilities

Section: Unity Empower

Responsible to: Service Manager

Salary: Competitive

Empower seeks to promote equality by providing opportunities to adults 16+ who live with a learning disability, support need or autism to work towards goals in education, work or recreation. We recognise the Service user as the expert in their own lives and work with individuals to achieve the goals they set.

In the role of a **service coordinator** you will be expected to carry out the following Duties and Responsibilities:

* Look after the day to day running of your project
* Be involved in the overall strategic vision for Empower Service
* Identify areas for service growth
* Oversee project development plans, creating activities and options for participation
* Effectively use performance management systems to motivate and encourage your staff team
* Promote Person Centred approach
* Keep up to date records of attendance of service users and monitor their holiday entitlement
* Compile staff end of month returns
* Manage staff leave, sickness
* Provide accurate information to Payroll and Finance teams
* Ensure all Service Users files are up to date and accurate
* Compile monitoring information
* Chair project staff meetings
* Engage with Service Users parents/ guardians- providing project updates and hold quarterly parent group meetings
* Contribute to service team meetings and development days
* Attend networking events promote Empower services and identify partnerships for joint projects
* Liaise with social work teams; increase referrals
* Understand Learning Disabilities legislation and local policy; keep up to date with changes and represent your project at local or national working groups
* Understand the National Care Standards for support services and create an environment for Service Users and staff which promotes this
* Work towards attaining high Care Inspectorate scores and commitment to making recommended changes
* Promote legislation and local policy covering working with Vulnerable Adults, and the reporting procedures associated with these
* Investigate incident reports and report any issues of concern
* Undertake any training specific to your role
* Act in a support & development role as and when required within the service
* Act for other project leaders with Empower as and when requested
* Any other reasonable tasks as requested by your line manager