



# Role Profile

<b>Job Title: Senior Development Worker</b>			
Reference No.	A4767	Type	
Service	Deaf Communications Service		
Job Family	Para Professional	Grade	FC7

<b>Purpose</b>
<p>Undertake a range of management tasks. Providing “on the job” coaching as necessary, overseeing and monitoring working practices.</p> <p>Working alongside other professionals, utilising sound practice and knowledge.</p> <p>To assist with the development of the Fife Deaf Communication Service for and to improve the quality of life and promote equal access to information and services for D/deaf, deafened, hard of hearing and deafblind people in Fife.</p> <p>To support the development and meet the recommendations of both the BSL National/Fife Local plan and See Hear Strategy.</p> <p>To coordinate and administer Language Service Professionals to cover all services/organisations throughout Fife.</p> <p>To assess for equipment/electronic devices that provide a quality of Life for D/deaf, deafened, hard of hearing and deafblind people in Fife.</p>

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To provide advice, training and support and to promote effective communication support and technology to users of the Deaf Communication Service

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Promoting effective working relationships through positive and constructive communication	Ability to provide a regular and effective service	✓	
Linking with other providers, statutory and voluntary agencies, including health, to develop positive working relationships and collaborating with established community links to compile information on other relevant and available community resources.	Ability to lead a team	✓	
Establishing and maintaining professional relationships in respect of service users, carers and colleagues by participating in open and sensitive dialogue	Ability to promote high standards of care	✓	
Leading a team of employees, providing support and supervision, identifying development needs, coaching and contributing to in-service training, work allocation within the team	Ability to manage and prioritise workload (Take ownership)	✓	
Organising, chairing and attending staff and other relevant meetings, contributing to service development and finalising reports	Ability to be assertive and confident	✓	
Identify and recommend areas of development in order to achieve continuous improvement of the service.	Ability to motivate others and delegate responsibility	✓	
Attend Social Work, Health & Social Care Team and other meetings to promote DCS service provision, deaf awareness and	Supervisory experience	✓	

awareness of service language professionals, i.e.,BSL interpreting, etc.
Monitor and evaluate the drop in service for Deaf service users to receive advice, support and assistance with correspondence and problems that may arise. Involved in a rota system of duty dealing with all contacts to the team.
Undertake supervisions, and lead on team meetings, team development days and any training relevant to your post.
Participating in recruitment and selection of appropriate employees
Undertaking relevant training, taking ownership and being responsible for own continuous professional development, ensuring all required mandatory training and development needs are met within the required timescales.
Being aware and adhering to good Health and Safety practice relating to sign language interpreting and observe the code of ethics of the registering body for Communication and observe Council Code of Practice
Linking with other Fife Council services to provide Language Service professional(s) and give advice on technology for staff/service users who are D/deaf, deafened, hard of hearing or deafblind
Networking, liaising, creating and maintaining positive links with other statutory, voluntary and professional agencies as

Experience of making effective decisions	✓	
Report writing and literacy skills	✓	
Ability to contribute to service development and improvement		✓
Knowledge of recruitment processes		✓
Member of NRCPD/SASLI		✓
Negotiating and problem solving skills	✓	
Experience of supporting communication in a variety of settings	✓	

appropriate. Working with those other services to develop positive partnerships.		
Coordinating and administering all specialised communication support by Language Service Professionals, for example, BSL interpreters, hands on interpreters, lip speaker, electronic notetakers, deafblind communicators etc across Fife		
Monitoring communication support across Fife Social Work service and other council services and external agencies as required		
Carrying out monitoring, logging and report tasks, taking defined action on simple problems. Report unforeseen and exceptional events to the Team Manager	Knowledge of British Sign Language (Scotland) Act 2015	✓
Having oversight of advice, support, awareness and training to users in relation to all communication support, current legislation, specialist equipment and activities.	Knowledge of British Sign Language (BSL) National Plan 2017-2023	✓
Leading on, contributing and assisting in small/large-scale projects that involve community outreach, and assist with organizing and implementing events, conferences and open meetings. Facilitate activities such as social support sessions for local groups to enable them to move forward independently.	Knowledge of See Hear Strategy	✓
Leading on and assisting in the provision and procurement of communication software and hardware along with assistive technology for assessment needs.	Knowledge in gathering and preparing resource materials for information stands, pop up sessions, talks and training	✓
Lead on and assist in the preparation of DCS Newsletter, briefings, procedures and other material. Support BSL Deaf professional to produce BSL translations where requested.		

Undertake tasks as designated by the team manager, which will contribute to the provision of a high quality communication support unit such as promotion of the Deaf Communication Service.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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<b>Job Title (Specialists Tasks)</b>			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>

- Skills Framework (if applicable)
- **How** we work matters

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.