



# Role Profile

## ASSOCIATED SERVICES SUPERVISOR

Reference No.	A4173	Type	Individual
Service	Health and Social Care Partnership		
Job Family	Para Professional 4	Grade	FC 6

### Purpose

Management of Staff within the Care at Home Associated Services Team, Older People, Health and Social Care Partnership.  
To be part of the Care at Home Associated Services Team.

<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>
Ensuring that Service Policies are adhered to in accordance with National Care Standards – monitoring and reviewing the Services provided.	Educated to SCQF level 6, which includes Highers or SVQ level 3 or equivalent SVQ Level 3 in care or equivalent	✓	
Achieving objectives within the Service Improvement Plans and Care Commission Standards in terms of performance, people and partnerships, promotion of equal opportunities, rights, culture and diversity.	Supervisory/management certificate at Level 7 15 Credits or SVQ4 or working towards  If you are eligible to apply to register with the SSSC and you do not currently hold all the required qualifications you can still be granted registration subject to the condition that you <u>must</u> achieve the required qualifications within your first period of registration	✓  ✓	
Managing team performance, organising supervision, team meetings, 6 monthly direct observations of the people in your team.			

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Monitoring budget expenditure, reporting forecasts of overspends as necessary.	Significant experience in a relevant setting	✓	
Managing Attendance Management in line with Fife Councils Attendance Management policy.	Management experience in a care service/setting	✓	
Engaging and working in partnership with Service Users/families/carers colleagues of statutory and voluntary agencies.	Ability to provide a regular and effective service	✓	
Monitoring the quality of the service delivered and adherence of care at home workers to service policies/procedures by conducting quality reviews of the service provision – 6 monthly.	Ability to undertake designated training and put new skills into practice	✓	
Carrying out formal Manual Handling competency assessments of Manual Handling practices for each staff member. Taking required action following assessment and recording outcomes.	Ability to travel throughout Fife using Council vehicles	✓	
Recording, investigating/interviewing accident/significant occurrences which may arise.	Knowledge of Fife Health and Social Care Partnership procedures/guidance	✓	
Recording using appropriate IT systems and procedures. Maintaining accurate up to date databases for all relevant service user records and taking responsibility for the effective application of information management systems/Saturn control Centre/Total Mobile/Web fleet.	Experience of carrying out risk assessments	✓	
Identifying training and development needs of staff, ensuring compliance with statutory requirements and best practice in care standards.	Leadership skills	✓	
Taking responsibility for Care at Home Service/Community Alarm Service out with office hours.	Report writing skills	✓	
Ensuring contingency plans are in place for 24 hour service/7 days.	Maintain a Manual Handling qualification	✓	
	IT Skills	✓	
Attending and organising meetings.	Experience of contributing to local budgets		✓

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	Team working skills  Experience of working in multi-disciplinary setting to achieve common goals	✓  ✓	
Organising rotas to ensure full operational/service cover, sometimes at short notice.	Knowledge of a range of equipment i.e. slings, sliding sheets, Telecare devices, Vehicle Trackers  Knowledge of the value of performance management/monitoring  Ability to work independently and take responsibility for the Care at Home Service/Community Alarm team Out with Office Hours	✓	✓  ✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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## ASSOCIATED SERVICES SUPERVISOR (MOBILE EMERGENCY CARE/COMMUNITY ALARM)

Responsibility for Mobile Emergency Care Team staff.	Shift working is an essential part of this role.	✓	
Coordinate response/service to Community Alarm Activations. Out of Hours Social Work Team/Short Term Support team and Fife Falls.			
Responsibility for fleet vehicles.			
Responsibility for Fife Council Care at Home out with office hours – supporting staff, service users, external providers, Health staff.			

## ASSOCIATED SERVICES SUPERVISOR (TELECARE)

Providing training sessions for HSCP staff.	Participate when required in 7 day working.	✓	
Engaging in the analogue to digital transformation.			
Working with partnership agencies in regards to Telecare.			
Providing advice to Assessment staff regarding telecare.			
Ensuring Telecare solutions are current and financially viable.			

## ASSOCIATED SERVICES SUPERVISOR (NIGHTLINK)

Responsibility for Nightlink Team Staff.	Shift working is an essential part of this role.	✓	
Responsibility for fleet vehicles.			
Responsibility for Fife Council Care at Home out with office hours – supporting staff, service users, external providers, Health staff.			

### Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** 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.

## Additional Information – the following information is available:

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

## Expected Behaviours

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.