

Hull & East Yorkshire Mind

Job Description

Title of Post:	TEAM LEADER LINX (Living Independently Not eXcluded)
Based at:	The LINX Project in West Hull The post holder will be required to work at other sites and travel within the Hull, East Riding, North Yorkshire and South Humber areas.
Salary:	£23,834-£25,410 dependent on experience
Hours	37 per week. All hours will be worked on a flexible basis to meet the needs of the service. There is a requirement to participate in the on-call rota.
Responsible to:	Housing Manager
Accountable to:	Chief Executive Officer

1. LINX House Service

The LINX House/Early Intervention in Psychosis project based in Hull is a project in Psychosis working in partnership with the Primary Care Trust and Early Intervention Team. The project provides supported accommodation for seven residents experiencing first episode psychosis.

2. Responsibilities of the Post

The post holder is responsible for the efficient and effective management of the **LINX** Service and the team of staff providing 24 hour 7 day support through 12 hour shift rota. S/he is responsible for ensuring the delivery of high quality individualised support plans to the hostel residents.

3. Duties of the Post

- a. To provide continual overall responsibility for the Linx Support Service, developing a philosophy of empowerment, and a therapeutic environment.
- b. To effectively manage the Linx budget in liaison with the Housing Manager.
- c. To work with the Housing Manager to ensure that voids and rent arrears are actively planned for and avoided and that bed use and co-ordination is effective and efficient.
- d. To work with the Housing Manager to ensure that the Housing services receive a positive review under Supporting People, and that future and additional funding is received.
- e. To assist in monitoring rent arrears policies and procedures, and ensuring that rent arrears are minimised.
- f. To co-ordinate the promotion of LINX Housing Services.
- g. To ensure that applicants to LINX Housing Services are interviewed in accordance with Mind policy.

- h. To ensure that complaints are monitored and dealt with effectively.
- i. To provide managerial and practice leadership to a high and contemporary standard keeping abreast of and implementing practice development in the service.
- j. To ensure effective assessment of support needs, the development of programmes of support and the implementation and evaluation of those programmes.
- k. To maintain effective channels of communication within the Team, across the organisation and with other agencies especially the Early Intervention in Psychosis Team Psypher.
- l. To create a learning environment for staff, students and visitors and actively participate in supervision and training/teaching.
- m. To protect the confidentiality and rights of individual residents.
- n. To attend reviews, team meetings and professional/managerial meetings as appropriate.
- o. Ensure satisfactory maintenance of resident records; provide reports and statistical information as required.
- p. To assist in the development of policies and in the implementation, monitoring and evaluation of all Policies and Procedures.
- q. To develop own knowledge and skills in the support of clients, within the service philosophy, in order to be able to carry out duties competently and effectively.
- r. To participate in the building of effective team working through participation in meetings or groups as required.
- s. To assist in the development and implementation of quality assurance programmes as required.
- t. To appraise all staff and ensure development plans are in place and monitored and personally participate in the appraisal process.
- u. To identify training needs and in conjunction with the Housing Manager and Senior Management develop a training and educational strategy for the team
- v. Provide managerial and practice supervision and receive the same.
- w. To promote and develop user involvement and empowerment.
- x. To assist in the induction of new staff as appropriate.
- y. To plan, manage and, when required, participate in shift rotas ensuring sufficient staff are available to meet the needs of the service and contractual obligations.

4. General Responsibilities

- a. To work flexibly according to the needs of the LINX Project team and the organisation, maintaining and enhancing good working relationships with other staff both within the organisation and other external organisations/agencies.
- b. To maintain appropriate confidentiality at all times
- c. To assist in the implementation of Hull & East Yorkshire Mind's Business Plan so that you can be aware of, and work towards, individual, team and organisation objectives and recognise and understand the importance of continual development of the individual team and organisation.

- d. To adhere to the provisions of and attend any training appertaining to, the Health and Safety at Work Act and to ensure personal safety and the safety of those in contact with our services so far as is reasonably practicable.
- e. To comply with all Hull & East Yorkshire Mind finance policies and procedures and to ensure all expenditures are within project budget.
- f. To undergo mandatory training as directed by the organisation and all other relevant training, as identified through personal development reviews, to perform duties competently.
- g. To actively participate in formal supervision and personal development reviews.
- h. To be flexible with regards to the duties undertaken and in addition to the normal duties, undertake other duties that are reasonably within your skills and knowledge, but outside of the normal sphere of activity, if this is required.
- i. To perform other duties that reasonably corresponds to the general character of the post.
- j. To attend fund-raising or promotional events as appropriate

It should be noted that a NO SMOKING AT WORK POLICY is in operation and employees are required to refrain from smoking during working hours.

The duties and responsibilities of the post will be undertaken in accordance with the Policies, Procedures, Guidelines and practices of Hull & East Yorkshire Mind, which will be reviewed and amended to suit the requirements of the organisation. It is the responsibility of all staff to keep up to date with all the policy documents.

This Job Description is not meant to be exhaustive and the Organisation reserves the right to require the job holder to flexible and perform duties other than those listed according to the changing requirements of the organisation.

This Job Description is subject to review and subsequent revision.

AGREED AND SIGNED BY:

Employee

Print name: Signature:

Date:

Manager

Print name: Signature:

Date:

Revised February 2009