

Supervision for Supported Lodgings Providers

SCOPE OF THIS CHAPTER

This chapter outlines the supervision process for Supported Lodgings Providers.

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1. Introduction

The Supported Lodgings Team is committed to ensuring that Supported Lodgings Providers have access to supervision which will enable the Supported Lodgings Provider to:

- Carry out his/her duties to an agreed standard;
- Develop his/her skills to the maximum level;
- Gain satisfaction from his/her work.

Supervision is a two way discussion between a Supported Lodgings Officer and a Supported Lodgings Provider.

The Supported Lodgings Officer and Accommodation and Support Co-ordinator will:

- Evaluate and assess the Supported Lodgings Provider's performance in their role against the current placement plan;
- Provide regular constructive feedback to the Supported Lodgings Provider;
- Seek the views of the Supported Lodgings Provider on working methods.

This will contribute to the annual Supported Lodgings Provider review.

2. Purpose of Supervision

The purpose of supervision is to:

- Ensure that the Supported Lodgings Provider can carry out their responsibilities in line with procedures;

- Ensure that the Supported Lodgings Provider understands their role and responsibilities and are accountable for their actions;
- To promote professional and personal development;
- To gather, record and evaluate progress regarding training, development and any skill based competency;
- To be a source of support;
- To recognise achievements and good practice;
- To provide regular and constructive feedback to the Supported Lodgings Provider;
- Ensure that the Supported Lodgings Provider has information which will enable them to carry out their role;
- To advise the Supported Lodgings Provider of developments in policies and procedures which affect their work;
- Ensure that the Supported Lodgings Provider has the opportunity to raise issues of concern.
- Ensure that the Supported Lodgings Provider has the opportunity to discuss personal issues which may or may not be work related and be given options for addressing those issues.

3.Frequency of Supervision

Supervision sessions will be agreed following the Supported Lodgings Provider's approval.

Frequency of supervision will be agreed with the Supported Lodgings Officer/ Accommodation and Support Co-ordinator and will vary according to need.

As a minimum requirement Supported Lodgings Providers will have 4 supervisions a year.

Staying Put Supported Lodgings Provider will have less formal supervision sessions than a newly recruited Supported Lodgings Provider.

4.Recording Supervision

Supervision sessions will be recorded on the Supervision Record Form (Appendix 1), and will be signed by the Supported Lodgings Provider and the Supported Lodgings Officer/ Accommodation and Support Co-ordinator.