

Job Description – Team Leader

TEAM LEADER

Responsible to: The Care Manager

Direct Line Manager: Assistant Manager / Care Manager

SUMMARY OF ROLE

To provide a needs led service to adults by adopting a person centred approach that fosters self awareness, personal growth and gives each person the strongest voice with regards to decision making and lifestyle choices.

MAIN RESPONSIBILITIES, TASKS & DUTIES

Leadership

Provide leadership to the team acting as a positive role model at all times.

Manage rotas on a daily basis.

Lead the shift, ensuring staff give support that follows individual's care plans and daily support plans.

Provide effective supervision to the Seniors and Support Workers on your team.

Provide on call cover as arranged by the Care Manager, working within on call guidance.

Ensure good team working.

Motivate, support and mentor the staff when needed.

Support

Support people with regards to decision making and lifestyle choices enabling them to take control of their own lives, increasing independence.

Ensure all personal care tasks are carried out in line with the needs, wishes and preferences of the individual, following the care plan.

Support people to take an active role in the community by accessing local facilities and wider community resources in the spirit of social inclusion.

Support the development of person centred planning, ensuring each individual's plan has meaningful and achievable goals.

Support people to develop and expand social networks and friendships.

To support people through the transition process.

Work as a key-worker/ co key-worker to coordinate and develop the support to the individual including Health Action Plans and Person Centred Plans.

Contribute to / attend reviews and multi disciplinary meetings.

Work with individuals to promote healthy life style by liaising with local health care professionals.

Work in partnership with care managers and other professionals to maximise quality of life for individuals.

Develop positive relationships with family and carers.

Work in line with the company's Adult Protection and Prevention of Abuse Policy and Whistle Blowing Policy to ensure that people are kept safe at all times.

At all times to work within equal opportunities policy and procedure.

Ensure risk assessments are actioned as necessary, in line with policies and procedures.

To be flexible and responsive at all times to meet the changing needs of the service and the service users.

Organise and support service user holidays in line with the policy.

Values and Attitudes

Support individuals in a non judgemental way based on the principals of anti- discriminatory practice.

To treat individuals with respect and encourage them to express their individuality.

Performance and Development

Maintain confidentiality.

Work within 121 Care at Home Ltd's policies and procedures.

Work in a way that meets the statutory requirements of employees under health and safety at work.

Adhere to the SSCC Codes of Practice and staff handbook.

At all times work within current legislation.

Enter actively into supervision and appraisal.

Attend training on a regular basis to ensure that all mandatory and personal training and development needs are met in line with company requirements.

To work in accordance with the company's mobile phone and IT policies.

To behave in a manner that reflects positively on the company at all times.

To work closely with other members of the team for the ultimate benefit of the people using the service.

Finance

Support people to manage their resources and finances.

To give practical support to individuals in line with their care plan and policy.

Financial discrepancies must be reported to the manager immediately.

To keep updated with all financial policy and procedures.

Administration

You will be required to work flexibly on a rota basis to meet the needs of

the service, this includes weekends, bank holidays and sleep ins.

Ensure work is recorded accurately and appropriately in compliance with the company requirements and that records made and personal information used are in compliance with the Data Protection Act and the standards of information governance.

NB

This job description is not exhaustive and there may be times you will be required to undertake other duties in order to meet the needs of the clients using the service.

Essential In order to be shortlisted for interview		Desi
Qualifications		<ul style="list-style-type: none"> • SVQ 3
Experience	<ul style="list-style-type: none"> • 1 year's experience of working with vulnerable people • Experience of leading a shift 	<ul style="list-style-type: none"> • Experi workin people learn disabil
Knowledge	Understanding of: <ul style="list-style-type: none"> • Equal Opportunities • Health and Safety 	<ul style="list-style-type: none"> • Currer rela with Lc Disabi

	<ul style="list-style-type: none">• The needs of Adults with Learning Disabilities	<ul style="list-style-type: none">• Personal Planning
Skills/Qualities	<ul style="list-style-type: none">• Flexible• Literate and Numerate• Positive Disposition• Creative and Dynamic• Good communication skills	<ul style="list-style-type: none">• Home eg DIY and