

JOB DESCRIPTION

TEAM LEADER (Care)

Job Title:	Team Leader (Care)
Qualifications:	Holding a current SVQ Level 3 (or equivalent) qualification. Have or be willing to undertake a PDA in Supervision (Professional Development Award) Hold a recognised qualification in Medication OR have experience of medication
Accountable to:	The Directors.
Reporting to:	The Care Manager / Deputy Care Manager.

Job Purpose:

To assist the Care Manager / Deputy Care Manager in their professional and administrative duties.

In the absence of the Care Manager / Deputy Care Manager, the Team Leader may be identified as the senior member of staff in charge and also a working member of the care team who has overall responsibility for the management of the Home at such times.

To ensure that standards are maintained and that adequate cover is provided, Team Leaders are required to work at nights, weekends and Bank Holidays by agreement with the Care Manager / Deputy Care Manager.

Line Management Responsibilities:

All Care staff, staff supplied by agency, volunteers and students. May also include supervisory duties in relation to domestic, maintenance and catering staff.

Key Tasks (Care and Leadership):

1. To assist with the creation and maintenance of Care Plans and to ensure that these are followed and evaluated at regular intervals.
2. To review entries made in care plans by junior staff.
3. To assist with the induction of new staff members.
4. To assist with the training of all grades of staff where appropriate and identify any training which staff would find beneficial.
5. To maintain effective communications with residents and relatives and involve them in all decisions about their care.
6. To liaise with all care professionals as part of an effective multi-disciplinary approach to care.
7. To mentor staff and act as a role model through their work approach and professional behaviour.
8. To carry out supervision with an identified group of staff.
9. Identify risks involved in work activities (in relation to both service users and staff) and undertake them in a way that manages the risks.
10. Use and encourage others to adopt appropriate infection control procedures.
11. To carry out administration of medication in line with company policies and procedures.
12. To be involved and hold responsibility in all aspects of Safe Handling of Medication.

Continued overleaf

Key Tasks (Administration):

1. To ensure that the Care Manager / Deputy Care Manager is aware of accident and incidents, howsoever caused and the appropriate documentation is completed.
2. To notify the Care Manger / Deputy Care Manager of any deficiencies and shortages of equipment or supplies.
3. Ensure that faulty or defective equipment is removed from use.
4. To review the content, relevance and accuracy of information documented by staff. This includes care plans, training, accident / Incident reporting and other records.
5. To review accidents / incidents.

Key Tasks (Communication):

1. Report the condition of service users to medical staff and pass on instruction to other members of staff.
2. Ensure that staff are aware of daily changes in service users condition or treatment.
3. Carry out shift start and end 'handover'.
4. Maintain personal contact with service users throughout your working shift.
5. Attend and participate in staff meetings as required.
6. Attend training as required by the Care Manager / Deputy Care Manager.
7. Assist in the delivery of training for other staff in line with experience and skill levels.

Equality and Diversity:

1. Ensure your own actions support equality, diversity and rights.
2. Act in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with procedures.
3. Respect the privacy, dignity, needs and beliefs of service users and carers.
4. Understand basic legal and communication issues regarding abuse, family violence, vulnerable adults, substance abuse and addictive behaviour.
5. Act as a chaperone if required.

Other Duties:

1. To participate in the implementation of the Homes' Quality Management System.
2. This includes implementing policies and procedures and using relevant forms as may from time to time be required.
3. To carry out compliance testing (adults) as may be required from time to time by the Care Manager / Deputy Care Manager.
4. To undertake such other duties as may be reasonably requested by the Care Manager / Deputy Care Manager, in line with your professional competencies and experience.

This document will be reviewed by the Home for its continuing suitability and effectiveness and may be amended when required.
