



JOB DESCRIPTION

Job Title: **Team Leader**

Purpose of Post: To provide a caring environment in which the special needs of people with learning disabilities can be catered for, whilst encouraging independent living and choice whenever possible. A major aim of this service is to provide opportunities and choices not normally available for the individuals concerned to realise their own potential.

Reporting to: The Registered Care Manager

Accountable to: The Registered Care Manager (in their absence the Senior Care Manager)

Specific Responsibilities:

1. To lead a team of staff to support service users. To have responsibility for the smooth running of the shift whilst ensuring service user needs, choices, dignity etc are put first.
2. To follow policy and procedures as set out in the manuals.
3. To attend training as agreed in your personal training plan.
4. To ensure all documentation is kept up to date.
5. To carry out supervision and support of staff.

Main Duties and Responsibilities:

1. Provide and maintain high standards of all aspects of support and care where identified.
2. Participate and lead support staff with defined care programmes. With service users assess, plan, implement and evaluate care plans. Ensure staff are carrying out these duties.
3. Support and lead staff to enable and encourage service users to participate in all aspects of living according to ability.
4. Liaise with and support staff and service users to access appropriate agencies for practical, emotional and health advice.
5. Administer and support service users with their medication and train staff to carry out these duties.
6. Ensure that the rights of service users are always

respected.

PROVIDE A SAFE, COMFORTABLE AND SUPPORTIVE ENVIRONMENT

7. Direct, support and lead staff to encourage service users to actively contribute to the running of their home.
8. Cooperate with management in ensuring that the company complies with statutory regulations; Health & Safety, Fire, Environmental Health, CQC
9. Report any deficiencies in the service of whatever nature to the manager and take action where appropriate.
10. Assist with all aspects of catering and domestic duties as required

ASSIST INDIVIDUALS WE SUPPORT TO SEE THEMSELVES AS VALUED MEMBERS OF THE LOCAL COMMUNITY

11. Assist with development and maintenance of good relationships within the establishment and community.

Other:

12. Develop strategies to support staff to develop themselves.
13. Maintain records as required.
14. Provide cover at other establishments as required.
15. Work shifts to the needs of the service users, including weekends, sleep-ins and night cover.
16. Such other duties as may be allocated by the manager.
17. Carry out audits as required.
18. Support the manager to maintain budgets.
19. Balance petty cash and service users' monies each shift.

January 2017