

Job Description (MM/CK)

- Job Description:** **Team Leader /Personal Assistant**
- Reporting to:** Client who is supported by Catrin King Senior Case Manager.
- Job Summary:** To work alongside MM in a facilitative role, supporting her in all aspects of daily living and resourcing suitable local facilities for social and rehabilitative needs as required. To support the care team and organise rota's and manage staff sickness.

Key Working Relationships

- A. Develop a rapport with MM and maintain a constructive and objective relationship with her.
- B. Communicate with Team Lead and Case Manager as to any matters of concern.
- C. Liaise with other carers and relevant professionals and/or organisations when necessary.

Key Tasks

- 1. To follow care and rehabilitation approaches being aware of MM's physical limitations and promoting MM's well-being, comfort, and safety.
- 2. To work with MM in developing and following plans and structure for the week.
- 3. To enable MM to maintain and develop her social life and leisure activities and to encourage friendships.
- 4. To communicate with relevant professionals as necessary. Meet with Case manager on monthly basis.
- 5. To organise staff rota's

6. To check and submit all timesheets in order that everyone is paid in a timely manner.
7. To deal with staffing issues and keep case manager updated at all times.
8. To work alongside case manager to ensure that standards of care are the highest possible.
9. To communicate with and support other professionals in the team, taking responsibility for the completion of the administration and paperwork necessary in this post during your work periods.

Main Duties and Responsibilities

- 1.1 Ensure safe environment for MM.
- 1.2 Support MM with personal care.
- 1.3 Encourage MM to undertake social activities
- 1.4 Be aware of exercises and techniques recommended by therapists working with MM and establish a routine in daily life with MM using these.
- 1.5 Encourage MM to maximise her physical fitness.
- 1.6 Encourage MM to have a healthy eating plan.

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- 2.1 Support MM in keeping her appointments.
- 2.2 Support MM in looking after dog/dogs. (This will include cleaning up the garden after the dog).
- 2.3 Light domestic duties to ensure that the house is kept to the standard that MM would wish.

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- 3.1 Be prepared to drive/escort MM to activities as needed.

- 3.2 Encourage MM to participate in activities and take part yourself when appropriate.
- 3.3 Support MM in attending her drug rehabilitation programme.

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- 4.1 Respect the need for confidentiality when possessing knowledge of a private and personal nature concerning MM. Provide tactful unobtrusive supervision. Allow MM privacy when necessary.
- 4.2 Communicate with professionals and organisations on MM's behalf if she feels unable to do so; however, encourage MM's independence in this sphere.
- 4.3 When unsure of appropriate action to take, contact the case manager for advice.

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- 5.1 Maintain a diary of appointments etc.
- 5.2 Maintain a telephone book of contact names and addresses, e.g. GP, case manager, clubs, relatives and friends etc.
- 5.3 Use established recording systems and assist in developing the same to ensure good documentation and handover of relevant details to others.

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Part of your role is to carry out any reasonable request.

Please acknowledge that you have received the Team Leader Job Description outlining the responsibilities of a Team Leader which will be discussed in more detail as part of your training.

Signed
(Team Leader)

Date.....