

## **JOB DESCRIPTION**

Job Description: Team Leader  
Responsible To: Case Manager  
Supported by: Case Manager Assistant

### **Job Summary:**

To work with the client in a rehabilitation and support role, enabling them to lead as fulfilling a life as possible, maximising their physical and psychological well-being and safety at all times giving help and assistance with all activities of daily living. To manage the care team promoting high standards of care /support, completing staff inductions and supervising on shift.

Monitoring all documentation and reviews of the care plan and risk assessments.

Responsible for monthly rotas and submission of time sheets for payroll.

To support the case manager with supervisions and team meetings.

Undertake weekly Covid testing and follow all Covid risk assessments.

Experienced senior support worker / team leader to act up for a minimum six month cover period.

### **Requirements:**

- Computer skills with ability to work using IT for email and completing team leader documentation. Basic Excel skills needed.
- Supervising and inducting staff, completing monthly rotas, managing time sheets, annual leave and sickness. Must be flexible and able to cover additional shifts for sickness and holiday cover. Must be able to do on call if needed and night shifts.
- You must have experience working with brain injury clients, mental health and challenging behaviour. We seek someone flexible, reliable and enthusiastic to support and work with a team

of rehabilitation support workers and maintain a happy environment for our client.

- Must hold a full driving licence and be happy to drive on motorways as required.

**Key Goals:**

- To work closely with the Neuropsychologist implementing taught strategies to increase functioning and manage memory, cognitive problems and difficult behaviours.
- To ensure documentation is accurately completed.
- To work with the physiotherapist and put in place strategies and prescribed programmes under supervision and guidance. Refer to physio programme and goals.
- To work closely with the occupational therapist to follow her support plan for the client under her guidance to increase both physical and psychological functional ability. To use appropriate aids and equipment as taught as part of the client's daily routines after having been assessed as being confident and competent. Refer to OT programme and goals.
- To work closely with the psychiatrist and implement prescribed strategies. To adhere to medication protocols and report any medication concerns.
- To support recommendations made by health professionals therapist and incorporate into daily routine/care plan.
- To complete monthly rotas for the team
- To manage staff time sheets and prepare for payroll purposes. To manage the annual leave and sickness records
- To be responsible for ensuring all medication is administered as prescribed
- To work closely with the case manager, keeping all matters reported and to attend meetings as required.
- To complete care plans and risk assessments.

- To work on an active programme of support for the client to include a range of activities. To work with the senior support worker who manages the activities programme To support recommendations made by the treating therapists.
- To drive the client on outings. It is a requirement that you are able to drive and hold a valid licence at all times. To escort the client to therapy sessions if required.
- Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- Read and keep updated with all CCMS policies and procedures

**Aids to Daily Living:**

- i) Help to keep the client's home clean and tidy.
- ii) The client's washing and ironing to be kept up together. The client should always be well presented and cleanly dressed.
- iii) Report any breakages as soon as possible.
- iv) Report any hazards or health and safety concerns as soon as possible.
- v) Check all equipment is in safe working order as per risk assessment requirements.
- vi) Take the client shopping, outings etc.
- vii) Assist with the clients personal care

Petty Cash: Be responsible for any "petty cash" which maybe made available to you and keep a record of expenditure with receipts for the case manager.

Pay Monthly: A form will be forwarded to you for completion regarding details required. Hours will be collected on order to be sent to payroll on 19<sup>th</sup> of the month. You will be paid by BACS for the last Friday of the month.

Contract: There will be a six-month probationary period with a formal appraisal three months thereafter.

Initially a letter of appointment will be given, which will contain your holiday entitlement, sickness arrangements, hourly rate etc.

Liaison:

You must attend meetings with the case manager as required. You will receive payment for attending meetings or trainings sessions if not on duty at the time.

A range of goals maybe set at each therapy meeting, and these are to be carefully maintained by the support workers and written records to be kept. It is important to maintain a realistic outlook on the client's abilities.

**Additional Responsibilities of a Team Leader:**

- Collect all hours and sign off as being correct.
- Arrange Rotas' for the team, maintain a record of holidays and sickness, and forward any sickness certificates to the case manager.
- You will be responsible to ensure cover at all times throughout the 24 hour period.
- You will be the first point of call in the event of sudden unplanned absence or sickness and expected in the event of not being able to get cover from existing team; you will be required to cover yourself until able to arrange relief.
- Be available at mutually agreeable times should your employer/case manager wish to discuss anything with you or any of the carers.
- Check that planned activities are being maintained, taking into consideration, specific factors pertaining to the client that may prevent this. Record on structured planned and actual activities and forward weekly to the case manager.
- Any therapy that have been prescribed by therapist are carried out by the rehabilitation support workers following specific training and assessment to confirm that competent and confident to do so.
- Oversee that the Care Plan is being fully implemented and support daily records
- Update risk assessments as indicated and review three monthly.
- Assist the case manager with supervisions and complete new staff inductions.
- Produce a monthly overview and send to CM with all other documentation required.

- Be responsible for petty cash that is made available to you and keep a record (spread sheet) to include receipts. Send to CM on a monthly basis.
- Monitor that daily prescribed medication is taken, and signed for. Make sure that adequate medication and scripts are obtained as required. Complete weekly meds audits.
- Draw up an agenda for team meetings,
- Make sure that all Health and Safety guidelines are followed
- Keep contact list updated and easily accessible for all staff.
- All accidents / incidents to be reported and recorded and dated with outcomes.
- Liaise with Case Manager as required.
- Work within a budget as laid down by CM and / or the family.
- It is essential that you share some of our clients interest in nature, conservation, classical music, yoga dance poetry, arts and crafts and mindfulness/meditation and are able to lead activities with her.

This is an exciting and challenging role and we seek dynamic, motivated and enthusiastic workers. This must be your main and only job role due to Covid-19.

This is by no means an exhaustive list and there are other areas, which will become apparent as time goes by and requirements change.

\*Please note: Community Case Management Services Ltd are not the Employer nor should we be referred to as such.

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 .....

Date .....