

## **JOB DESCRIPTION**

Job Description:	Team Leader
Responsible To:	Marie Couch, Case Manager
Supported by:	Joanna Lum Wai, Assistant Case Manager
Job Summary:	To work with our client in a rehabilitation and support role, enabling him to lead as fulfilling a life as possible, maximising his physical and psychological well-being and safety at all times and giving help and assistance with all activities of daily living.
Requirements	<p>Ability to work using IT for email and support worker documentation.</p> <p>Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.</p> <p>Must hold a full driving licence and happy to drive a large vehicle in city traffic and on motorways as required.</p>

### **Key Goals:**

To provide support with any therapy programmes and take part in any therapy sessions.

To accompany him on outings and escort him to and from school (providing you have been accepted under the motor insurance). It is a requirement that you are able to drive and hold a valid licence at all times.

To support him with all areas of activities of daily living, including bathing and feeding.

To respect the need for confidentiality when the client or his family communicate about matters of a private and personal nature.

To enable the client to make choices and decisions.

To read and keep updated with all CCMS policies and procedures.

To report any hazards or health and safety concerns as soon as possible. To check that all equipment is in safe working order as per risk assessment requirements.

To be responsible for any “petty cash” which may be made available to you and keep a record of expenditure with receipts.

To accompany him on holidays or support him when his family are on holiday.

### **Pay Monthly:**

A form will be forwarded to you for completion with details of hours worked. This will be collected and sent for payment before the 24th of each month. You will be paid by the 1st of each month.

### **Contract:**

There will be a three-month probation 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:**

All support workers must attend meetings with the Case Manager, these will not be more frequently than once a month. However, it may be necessary to call a meeting more frequently than this and you will be expected to make all reasonable arrangements to attend. You will receive payment for attending meetings or training sessions if not on duty at the time.

The support workers are to keep written records.

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

**You will receive CCMS specialist individualised Team Leader training and induction. This includes use of CCMS electronic documentation and filing.**

**This must be successfully completed before you can accept the following responsibilities of Team Leader.**

1. Collect all timesheets and sign off as being correct before the 25th of each month.

2. Following training, to arrange rotas for the team, maintain a record of holidays and sickness, and forward any sickness certificates to the Case Manager.
3. You will be responsible to ensure cover at all times throughout the 24 hour period.
4. 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.
5. Be available at mutually agreeable times should your employer/Case Manager wish to discuss anything with you or any of the carers.
6. Check that the clients planned activities are being maintained, taking into consideration, specific factors pertaining to the client that may prevent this. To provide a record on structured planned and actual activities and forward weekly to the case manager.
7. Any therapy programmes are to be carried out by the support workers following specific training and assessment to confirm that they are competent and confident to do so.
8. Oversee that the clients Care Plan is being fully implemented and record on daily record sheet.
9. Update risk assessments as indicated and review three monthly.
10. Maintain a record of team's training, supervisions and appraisals.
11. Produce a monthly overview and send to Case Manager with all other documentation required.
12. Be responsible for petty cash that is made available to you and keep a record (spread sheet) to include receipts. Send to Case Manager on a monthly basis.
13. Monitor that daily prescribed medication is taken, and signed for. Make sure that adequate medication and scripts are obtained as required.
14. Draw up an agenda for monthly meetings (send to Case Manager 3 days before meeting), allow 1 hour for meeting and initially 1 hour for required

and update training. Specifically, manual handling with risk assessment, management of seizures and challenging behaviour on yearly bases for all support workers as a minimum requirement.

- 15. Make sure that all Health and Safety Notices are displayed.
- 16. Keep contact list updated and easily accessible for all staff.
- 17. All accidents/incidents to be reported and recorded and dated with outcomes.
- 18. Liaise with Case Manager as required.
- 19. Work within a budget as laid down by the Case Manager.

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.....