

JOB DESCRIPTION

Job Description:	Team Leader
Responsible To:	The Clients Mother
Supported by:	Joanne Grayson, HR Liaison Manager at CCMS Ltd
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. (Refer to risk assessment document).
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 on motorways as required.</p>

Treating therapists have been appointed and initial assessments carried out:

Key Goals:

- (1) To work on a physiotherapy programme under the Supervision and guidance of a neuro physiotherapist. Refer to physio programme and goals.
- (2) To work on an occupational therapists programme under their guidance to increase both physical and psychological functional ability and using appropriate aids and equipment as taught as apart of daily routines having been assessed as being confident and competent. Refer to OT programme and goals.
- (3) To work on speech/communication under the supervision of a speech therapist and encourage confidence in all communication. Follow any instructions regarding the client's ability combined with the therapeutic needs of positioning and postural management. Note this may

require specific instructions. Give opportunity for communication. Refer to SLT programme and goals.

- (4) To work with a neuro psychologist implementing taught strategies to increase functioning and manage memory, cognitive problems any difficult behaviours. Refer to neuro psychologist's goals and strategies for management.
- (5) Generally to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- (6) To escort the client to therapy sessions and for outings, and to drive him/her on outings (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. Holidays will be by arrangement.
- (7) Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- (8) Enable the client to make choices and decisions whenever possible.
- (9) Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- i) Help to keep the client's room 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) Keep the client clean and bathed, assist with feeding using techniques, which will be taught to you. Special attention to mouth care.

Petty Cash:	Be responsible for any “petty cash” which may be made available to you and keep a record of expenditure with receipts for the Clients Mother.
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 before the last Friday in the month. You will be paid by cheque/BACS for the 1 st of each month or as soon as can be arranged thereafter.
Contract:	There will be a three-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:	All carers must attend meetings with the Clients Mother and HR Liaison Manager and therapists and these meetings will be held not more frequently than monthly. However it may be necessary to call a meeting earlier when you will be expected to make all reasonable arrangements to attend. 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:

- (1) Collect all hours before the Friday prior to the last Friday in the month. Fax hours to payroll.
- (2) Keep record of holidays taken. Make sure policies regarding holidays are adhered to.
- (3) Be available at mutually agreeable times should your employer/case manager wish to discuss anything with you or any of the carers.
- (4) Check that the client’s planned activities, are being maintained, taking into consideration specific factors pertaining to the client that may prevent this.

- (5) Any exercises that have been prescribed by physiotherapist, speech therapist, etc are carried out by the carers.
- (6) Set up Care Plan and daily record, with help from the Clients Mother of care, identified and met needs.
- (7) Be responsible for petty cash that is made available to you and keep a record to include receipts.
- (8) See that any prescribed medication is taken, and that medication and scripts are obtained as required.
- (9) Draw up an agenda for monthly meetings, (send to Clients Mother 3 days before meeting) allow 1 hour for meeting and initially 1 hour for additional required and update training. Specifically, manual handling with risk assessment, management of fit and challenging behaviour on yearly basis for all carers as a minimum requirement.
- (10) All accidents/incidents to be recorded and dated with outcomes. Liaise with the Clients Mother.
- (11) Work within a budget as laid down by the Clients Mother and/or the Receiver.
- (12) Collection and confirmation of hours worked each month
- (13) Keep record of sickness and reasons why off sick.

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

*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