

JOB DESCRIPTION

Job Description: Band 5 Nurse Team Leader

Responsible To: 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 giving help and assistance with all activities of daily living. (Refer to risk assessment document). You will be expected to administer nutrition and medication through our client's PEG and ensure he is comfortable. You will be confident in managing his epilepsy and know when to seek assistance. All training will be provided prior to commencement in post. You will lead a team of 6 support staff, ensuring they are meeting their competencies and offering them quarterly supervision. You will be confident advising on changes required to our clients care plan and keep all care paperwork updated.

Requirements

RSCN or RN Child

Ability to work using IT for email and support worker documentation.

Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.

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

Minimum 2 years post qualifying experience in caring for children and young adults

Excellent spoken and written English

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) Generally to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- (5) 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.
- (6) Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- (7) Enable the client to make choices and decisions whenever possible.
- (8) 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 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 before the last Friday in the month. You will be paid by cheque/BACS for the 1st 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: You must attend meetings with the case 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. Email hours to Wages Clerk and Case Manager.
- (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 case manager 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 Case Manager 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 case manager
- (11) Work within a budget as laid down by (Case Manager) and/or the Receiver
- (12) Collection and confirmation of hours worked each month
- (13) Keep record of sickness and reasons as known. Email to Case Manager every three months in order that CM can monitor situation.

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