

JOB DESCRIPTION

Job Description:	Team Leader
Responsible To:	Marie Couch, Case Manager
Supported by:	Joanna Lum Wai, Assistant Case Manager
Employed by:	Withy King Trustees Ltd acting as Deputy on behalf of the client
Job Summary:	To work with our client in a rehabilitation and support role, enabling her to lead as fulfilling a life as possible, maximising her physical and psychological well-being and safety at all times and giving help and assistance with all activities of daily living.
Requirements:	<p>Gender is considered to be a genuine occupational requirement in accordance with paragraph 1 of Schedule 9 of the Equality Act 2010 for a female worker to work with our client.</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 have experience of providing care to children. This including suctioning of airways and support with feeding using a gastrostomy.</p> <p>Ability to work using IT for email and support worker documentation.</p> <p>Must hold a full driving licence and happy to drive a large vehicle within city traffic and on motorways as required.</p> <p>Excellent communication skills. It would be helpful for support workers to speak Urdu, but this is not essential.</p>

Key Goals:

- To carry out activities with the client, sometimes supporting the family and sometimes alone with the client.
- To work on a physiotherapy programme under the supervision and guidance of a neuro physiotherapist. Refer to physio programme and goals.
- To work on an occupational therapist's programme under the guidance of an occupational therapist. Refer to OT programme and goals.
- To work on a speech and language therapy programme under the guidance of a speech and language therapist to develop her communication skills. Refer to SLT programme and goals.
- To work with a neuro psychologist implementing strategies to increase the client's functioning. Refer to neuro psychologist's programme and goals.
- To provide personal care to the client, including with bathing and toileting.
- To provide suctioning of airways as required.
- To support with feeding using a gastrostomy.
- Administering medication as required.
- To make sure that the client is kept safe.
- To respect the need for confidentiality when the client or her family communicate on matters of a private and personal nature.
- Enable the client to make choices and decisions whenever possible.
- To read and keep updated with all CCMS policies and procedures.
- To report any health and safety concerns as soon as possible, including any breakages or other hazards. To check that all equipment is in safe working order as per risk assessments.
- To 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: All Support Workers and Team Leader must attend meetings with the Case Manager and therapists and these meetings will be held not more frequently than monthly. 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 Team Leader and written records to be kept.

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 24th 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 for all shifts.
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

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