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| Daneswood  Job Description | | | | C:\Users\Androulla\Pictures\Daneswood Logo Words Side.png |
| Job Title | Team Leader | | | |
| Staff Name |  | Date of Birth |  | |
| Line Manager | Manager / Deputy | Start Date |  | |
| Summary of Role | | | | |
| To provide a needs led service to adults with a learning disability by adopting a person centred approach that fosters self-awareness, personal growth and gives each person the strongest voice with regards to decision making and lifestyle choices. | | | | |
| Main Responsibilities, Tasks and Duties | | | | |
| MAIN RESPONSIBILITIES, TASKS & DUTIES • To provide a need led service to adults with a learning disability by adopting a person-centered approach that fosters self-awareness, personal growth and gives each person the strongest voice with regards to decision making and lifestyle choices.  • Support management and performs management duties when managers are absent or out of office  • Manage medicine inventories and stock, including keeping detailed records of inven-tory use, and ordering where necessary  • Oversee projects and supervise the day-to-day operations of their team, making sure everyone is pulling their weight, distributing the workload evenly and that motivation and performance levels are maintained.  • Provides encouragement to team members, including communicating team goals and identifying areas for new training or skill checks  • Assist management with hiring processes and new team member training  • Answer team member questions, help with team member problems, and oversee team member work for quality and guideline compliance  • Communicate deadlines and goals to team members  • Develop strategies to promote team member adherence to company regulations and performance goals  • Conduct team meetings to update members on best practices and continuing expec-tations  • Generate and share comprehensive and detailed reports about team performance, mission-related objectives, and deadlines  • Ensures company brand materials and physical working spaces meet and exceed company presentation standards  • Provide quality customer service, including interacting with residents and families, an-swering customer enquiries, and effectively handling complaints  • Monitor team members' participation to ensure the training they are being provided is being put into use, and also to see if any additional training is needed  • Manage the flow of day-to-day operations  **MAIN RESPONSIBILITES, TASKS & DUTIES**  Leadership  Line Manage Senior Staff to fulfil their job description, thereby enabling you to carry out your job role  Provide leadership to the team acting as a positive role model at all times.  Support Senior Staff to manage Rota’s and shift planners on a daily basis and intervene if needed.  Lead the shift, ensuring Senior staff manage the support workers to give support that follows individual’s care plans and daily support plans.  Provide effective supervision to the Senior Support Workers allocated to you.  Provide on call cover as arranged by the Home Manager, working within on call  Guidance.  Motivate, support and mentor the staff when needed.  At each shift ensure staff complete all necessary paperwork to an acceptable standard with particular attention to the administration of medication and sign off.  **Support**  At times you may need to fulfil the role of a support worker and at such time that this is the case you would be required to follow the support worker job description (separately recorded).  Ensure the security of the building and the safety of the people living in the home.  Support the development of person-centered planning, ensuring each individual’s plan has meaningful and achievable goals.  Ensure that Support Workers support people to develop and expand social networks and friendships.  To support people through the transition process.  Coordinate and develop the support to the individual including Person-Centered Plans.  Contribute to / attend reviews and multi-disciplinary meetings.  Ensure that all staff work with individuals to promote healthy life style by liaising with local health care professionals.  Work in partnership with care managers and other professionals to maximize quality of life for individuals.  Develop positive relationships with family and support workers.  Work in line with the company’s Safeguarding Policy and Whistle Blowing Policy to ensure that people are kept safe at all times.  At all times to work within equal opportunities policy and procedure.  Ensure risk assessments are actioned as necessary, in line with policies and procedures.  To be flexible and responsive at all times to support the organization with changes while promoting positive attitudes toward our service users.  Administer medication in line with the policy and the individual’s care plans.  **Values and Attitudes**  Manage staff to enable them to encourage individuals to achieve positive outcomes  Support individuals in a non-judgmental way based on the principals of anti- discriminatory practice.  Treat individuals with respect and encourage them to express their individuality.  **Performance and Development**  Maintain confidentiality.  Work within Daneswood policies and procedures.  Work in a way that meets the statutory requirements of employees under health and safety at work.  Adhere to the CQC Codes of Practice and staff handbook.  At all times work within current legislation.  Enter actively into supervision and appraisal.  Attend training on a regular basis to ensure that all mandatory and personal training and development needs are met in line with company requirements.  Work in accordance with the company’s Media and IT policies.  Behave in a manner that reflects positively on the company at all times.  Work closely with other members of the team for the ultimate benefit of the people living in the home.  **Finance**  Support people to manage their resources and finances.  Ensure that you receive all receipts, change and any accompanying paperwork before the end of the shift.  Give practical support to individuals in line with their care plan and policy.  Ensure Petty Cash and people’s monies are checked, balanced and recorded at the end of your shift.  Financial discrepancies must be reported to the manager immediately.  To keep updated with all financial policy and procedures.  **Administration**  You will be required to work flexibly on a rota basis to meet the needs of the service, this includes weekends and bank holidays.  Ensure work is recorded accurately and appropriately in compliance with the company requirements and that records made, and personal information used are in compliance with the Data Protection Act and the standards of information governance.  NB This job description is not exhaustive and there may be times you will be required to undertake other duties in order to meet the needs of the people living in the home or the service.  **PERSON SPECIFICATION**  **TEAM LEADER**   |  |  |  | | --- | --- | --- | | **Criteria** | **Essential**  **In order to be shortlisted for interview** | **Desirable** | | **Qualifications** | * NVQ 3 Health & Social Care |  | | **Experience** | * 1 years’ experience of working with vulnerable people * Experience of leading a shift | * Experience of working with people with a learning disability | | **Knowledge** | * Understanding of:   Equal Opportunities   * Health and Safety * The needs of Adults with Learning Disabilities | * Current Legislation relating to Adults with Learning Disabilities * Person Centred Planning | | **Skills/Qualities** | * Flexible * Literate and Numerate * Positive Disposition * Creative and Dynamic * Good communication skills | * Home Based Skills eg DIY, Cooking and Gardening | | | | | |