

Sheffcare Limited

Job Description

Post Title: Team Leader (Flexi Contract)

Responsible to: Registered Manager

Responsible for: Care Support Workers, ancillary staff

Holiday/Sickness Relief: Team Leaders within the company

Purpose of the Job:

To promote and adhere to the workplace values of Sheffcare:

- Care will be delivered with compassion, dignity and respect, putting the person at the very heart of care delivery
- We ensure our care is safe, effective, individualised and is continually monitored and improved to meet new standards
- We actively value the contribution of all our staff and volunteers through recognition, training and development

To be an effective member of the management team. Taking responsibility for the Home as Duty Manager as directed. Taking responsibility for delegated duties.

Ensure quality care is delivered at all times to service users in accordance with care plans. Leading by example and co-ordinating service provision whilst working alongside staff.

Be responsible for the development supervision and appraisal of a designated group of staff.

In addition to the specific duties and responsibilities listed below a Team Leader may also be required to perform all duties of Care Support Workers.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. RESIDENTS

- Take a lead role in the co-ordination, formulating & review of service user plans for allocated individuals, ensuring their care needs as identified in an accredited assessment are met.

- Liaise with appropriate professionals to ensure the necessary support to achieve the goals identified in Service User plans.

2. STAFF

- To participate in recruitment, selection, induction and training programmes for staff in accordance with agreed company procedures.
- To provide regular formal supervision and appraisal to allocated members of staff.

BUILDINGS

- Monitor and ensure a safe environment in accordance with H&S and Care Standards, recording and reporting any non-compliance issues immediately. Carry out a formal monthly audit for the designated area.

DELEGATED DUTIES (ACROSS THE HOME)

- To be responsible for monitoring and reporting on the successful implementation of company policy in relation to one of the following designated management areas:-

a) Fire

Carry out a weekly inspection of the building and test of the alarm system. Carry out Drills & practises as specified. Ensure staff training is up to date. Record all actions and outcomes in the Fire Log.

b) COSHH

Ensure safe usage and storage of chemicals. Manage stock control system. Ensure staff training is up to date.

c) Medication

Take responsibility for ensuring compliance with the Code of Practise for Safe Custody and Administration of Medication.

d) Activities

Take a lead role in co-ordinating, recording and publishing an in house entertainment and activity programme attempting to meet all the expressed needs of service users.

5. DUTY MANAGER

- Ensure minimum staffing levels are maintained for the shift. Work to cover shortfalls in future shifts
- Ensure the appropriate admission and discharge of service users.
- Monitor and record security and safety of the premises and the wellbeing of service users.

- Operate Petty Cash systems in line with company policies.
- Ensure all visitors are greeted and dealt with in a professional manner.
- Take responsibility for responding to the requirements of professional visitors.
- Report effectively on all significant activity during the shift using relevant company recording and information systems.

6. GENERAL

- To represent the home at company staff/management meetings as required including those under the disciplinary, disputes and grievance procedures.
- To undertake any other duties applicable to the grade and purpose of the post.
- Any other reasonable request made by a member of the management team