

Employer: **Precious Hope**

Role: **Team Leader**

Job description:

Post: Team Leader
Accountable to: Care Manager
Reporting to: Care Coordinator

Purpose of Job Role

To take a lead role in supporting key workers to complete assessments and person- centred planning tools.

To take part in preparing support plans and ensure support packages are established, delivered, monitored and reviewed at appropriate intervals.

To ensure all relevant regulations, legislations and organisational requirements are met whilst on duty

To carryout support / action plans to protect service users at risk, carrying out any preventative activities in line with the Safeguarding of Vulnerable Adults policies and procedures.

To monitor and feedback on the standards and quality of care provided to service users through effective communication and quality review systems, conforming to Precious Hope Care Limited's policies and procedures.

To provide direct support services where appropriate

Main Duties & Responsibilities

Responsibility for staff

To participate in the induction of new members of staff

To act as a good practice role model for staff.

To identify and feedback to management on the need for continuous professional training, learning and development.

To manage staff on a day to day basis and feedback concerns to the registered manager.

To take a lead role in supporting key workers to complete assessments and person-centred planning tools.

Responsibility for service users

To ensure service users are treated courteously and fairly and consulted on all aspects of their service provision.

To take a lead role in supporting key workers to complete assessments and person-centred planning tools.

To prepare and support management and service users and carers to participate in case conferences and reviews.

To take an active role in adult protection policies, procedures and practices

To strive to support and monitor the service users in training and/or education according to their needs and wishes.

To be responsible for working alongside the service user to maximise income, reduce unnecessary debts/expenditure and support the service user to obtain paid employment where appropriate

To recognise and support Service users' right to access leisure activities/informal learning as they choose

To be responsible for advocating leisure and religious/spiritual pursuits on the service user's behalf. These activities will be individualised to the service user and take into account that the activities should be a fairly equal mixture of meaningful, enjoyable and preventative elements. They should also include work-like activities which can be voluntary/community based.

To be responsible for the service users Health Action Plan which highlights and manages and physical or mental health needs, sets out a clear plan for dealing with substance misuse (where appropriate) and supports the service user to obtain assistive technology, aids or adaptations

To assist the service user to avoid eviction by ensuring that the property is maintained to a good standard and that all staff members are trained to work pro-actively with the service user to avoid behaviour which challenges services and could lead to placement breakdown. Through monitoring triggers, build-up signs and behaviours using appropriate documentation so that from the subsequent analysis, management are able to edit the guidelines accordingly.

To be responsible for ensuring that the service user develops their confidence to have a greater choice and/or control and involvement in their own lives.

Responsibility for resources

To report on resources needed to meet individual assessed needs in Support plans.

To ensure that all resources are used appropriately and efficiently.

To contribute to the development and implementation of Precious Hope Care Quality Assurance Policy.

To work as part of a team ensuring support for colleagues, peers and management through exchanging, experience, ideas and offering mutual support.

Organisational Skills

To plan and prioritise own work.

Communication and Working Relationships

To gain informed verbal and written consent from service users for all assessments, Support plans and interventions.

To promote effective communication systems and procedures with service users who have a variety of communication difficulties.

To promote effective communication with colleagues in the team, and present a professional manner to medical staff, GP's, nurses, health and social care professionals, and other agencies.

To work constructively and maintain professional working relationships with people from different occupational backgrounds and cultures.

To arrange for the service users to spend time with family, friends and external groups/agencies

To meet with the Line Manager monthly to discuss issues relating to staff, service users etc.

To prevent bullying or harassment within the staff group.

Responsibility for Administration

To maintain accurate and up to date case records, and timely completion of care management forms as required by data management systems.

To undertake, monitor and complete financial administrative procedures.

To write reports for care reviews and strategy meetings for vulnerable adults.

To take notes at care reviews and strategy meetings for vulnerable adults.

To complete manual and IT-based records.

Responsibility for Professional Practice

To operate according to Precious Hope Care's policies and procedures.

To participate in the duty rota system, and other shared team responsibilities according to the needs of the organisation and service users.

To be responsible for maintaining own competency to practice through CPD activities, maintaining a training and development plan, which reflects personal development and complies with the General Social Care Council Codes of Practice.

Equality, Diversity and Rights

To ensure own compliance with legal responsibilities and policy guidance on equality and diversity matters, human rights, and promote anti-racist and anti-discriminatory practice as good practice within the team.

Additional Information

To undertake any duties consistent with the overall purpose of the post as directed by the team leader or line manager.

The post holder may be based at any location within Precious Hope Care Ltd.

Precious Hope Care Ltd is an equal opportunities employer and we welcome applications from all sectors of the community.

Precious Hope Care operates a non-smoking policy.

Salary - £9.60 per hour

Full Time Post

Please send CV's to Alpa.chauhan@leicester.gov.uk