

Job Description

Post Title: Team Leader
Employer: Hafod Care Association
Location: Ty Penrhos
Responsible To: Registered Home Manager

Main Objective of the Post

To support the Registered Home Manager in all management aspects of the Younger Persons Physical Disability Unit; ensuring the requirements of the National Minimum Standards for Care Homes for Older People are implemented in accordance with the Care Standards Act 2000. To ensure all relevant standards are met within the Home, especially those contained within the relevant Health and Safety legislation.

To directly line manage care support assistants to deliver a person centred service that responds to the personal care needs and interests of younger service users.

Principal Duties

1. Ensure the provision of a high standard of direct personal care to service users based on the assessment of their care needs in consultation with the service users and their care team, which may include the family/carers.
2. Assist with the formulation of person centred social and healthcare plans for new service users and with service users' reviews
3. Ensure the continuous evaluation of the quality of care given and regular reassessment of the needs and support of the service users in consultation with the service user, their relatives and the care team and to achieve planned goals.
4. To maintain accurate written documentation as instructed by the Home Manager and as defined by the Care Standards Act 2000.
5. Ensure effective communication is maintained with health care professionals and Social Services Care Managers.
6. To ensure next of kin are kept informed of significant changes in the service users' condition.
7. To accurately update all relevant records.
8. To assist the Home Manager in the day to day running of the Home.
9. To support, mentor and supervise the staff team.

10. To participate in staff meetings and in staff training and development.
11. To ensure the administration and control of drugs and medicines in accordance with Care Standards guidelines and Company Policies and Procedures. To ensure that professional medical assistance is sought when necessary.
12. To monitor the cleanliness of the Home and to report any deficiencies to the Registered Manager.
13. To adhere to the Association's policies and procedures.
14. To participate in all matters relating to Quality Assurance, to ensure delivery of a quality service.
15. To participate in all matters relating to Health and Safety, creating and maintaining the necessary conditions for safe working practices acting in accordance with Departmental Policy, including Manual Handling Regulations, Health and Safety Legislation and Food Hygiene.
16. To ensure the security of the Establishment, including contents, data protection, cash, keys, furniture and equipment, clothing and residents possessions.
17. To work in accordance with the Officers rota and undertake sleeping-in duties as required.
18. This is a senior post, but holder will be expected to provide 'hands on' care when appropriate.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

Signed.....Date.....
Employee

Signed.....Date.....
On behalf of Hafod Care Association

Person Specification – Team Leader

	Essential	Desirable
Qualifications	Educated to G.C.S.E. Standard A qualification in Social Care or related discipline	Qualified or working towards achieving NVQ level III in Social Care
Work Experience	Proven experience within a team leadership capacity within the health care sector	Experience of working with Younger People in a care setting
Skills & Knowledge	Good interpersonal skills Good organisational skills Self and team motivated with leadership skills Effective communication skills	Computer literacy, good letter writing and report writing skills
Special Aptitudes	Clear understanding of the needs of the individual Able to work flexibly and adapt to meet the challenges of the role	Ability to adapt to change
Personal Qualities	Active team player but also able to work on own initiative	
Other Requirements		Current full clean driving licence

PLEASE NOTE THAT THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AS PROVIDED BY THE CRIMINAL RECORDS BUREAU, AN EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR THE ASSOCIATION TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS THAT INVOLVE WORKING WITH VULNERABLE PEOPLE.

THE ASSOCIATION WILL ONLY REQUEST DISCLOSURE FROM THOSE THAT HAVE BEEN OFFERED EMPLOYMENT.

Hafod Care Association Limited

Pay and Conditions: Team Leader

1. The salary for this position will be £17,424 - £19,140 per annum dependant on qualifications and experience. A cost of living rise is awarded on 1 January each year.
2. The hours of work will be 37 per week.
3. Your paid holiday entitlement will be 5.6 working weeks days per annum.
4. Staff members will be invited to join a Stakeholder Pension Scheme after three months' employment with the Association
5. You will be reimbursed for mileage undertaken on the Association's business under the Fixed Profit Car Scheme under which the Association can pay tax free mileage allowance. For 2003/04 this allowance is 40p per mile for the first 10,000 miles and 25p per mile thereafter.

CLOSING DATE FOR APPLICATIONS: