

JOB DESCRIPTION

Team Leader/Senior

A Team Leader/Senior will have the responsibility of working with the management team in offering a professional, flexible service to meet the above statement in a way where quality can be measured by both the individual receiving the service and those purchasing it on their behalf.

Purpose of Position

The post holder will be responsible to the management team for undertaking delegated work to ensure that the service needs are met. These responsibilities will include:-

1. Delivery of a quality service designed to meet the individual needs of all young people.
2. Ensuring that staff are equipped with the necessary skills, through training, experience and supervision.
3. Participating in the delivery of the service which takes into account all of the day to day operational requirements, and also quality measurements and monitoring.
4. Deputising for the management team and be the responsible manager in their absence carrying out all the duties that this position entails.
5. To ensure that the home works within current legislation and Gravitas Care Policy and Procedures.

Main Duties & Responsibilities

1 Client Care

As delegated by the Management Team:-

1. Co-ordinate the assessments of the individual young people, and from this draw up their care plans Protocols and Risk Management Plans in conjunction with other significant people.
2. Hold responsibility for up to 2 caseloads within the home which will include but not limited to the following Review, reassess, and change care plans and risk Management plans to ensure they are up-to-date and in line with the individual needs. Keeping files to a high standard with correct and current paperwork in place relevant to the Standards and the needs of the individual.
3. Allocate the implementation and recording of the care plans to staff members who have the skills or will be given the training to enable them to fulfil the job in a responsible and professional manner.

4. To complete a
5. Offer individual support to staff when necessary.
6. Enable young people to express their views and take these views into account when setting care plan objectives and service provision.
7. Ensure the development of opportunities for young people to develop new skills.
8. Ensure the communication of information to all young people on their individual care plans and clear guidelines on how they might access the complaints procedure.
9. Ensure a good standard of professional care for all young people at all times.
10. Contribute to the maintenance of positive Family and friends Time between the home and the families/carers of every young person and to encourage their active participation in plans.

2 Staff

1. To offer regular quality supervision to staff.
2. To take an active role in supporting New Staff and enabling them to benefit from a structured and clearly defined Induction Programme.
3. Assist and support all New Staff through their probation allowing for the Management team to be able to judge suitability for the role.
4. To offer team building sessions and training programmes, designed to meet the individuals needs identified through supervision and staff appraisal.
5. To manage the staff time efficiently through staff rota's, annual leave and monitor the quality of service delivery.
6. To ensure that the Company's policy on Equality & Diversity is adhered to by all staff.

3 General

1. To participate in maintaining up-to-date records.
2. To develop links with all professional and statutory agencies who are involved with the young people.
3. To participate in maintaining up-to-date records on cash flows.
4. To ensure that all legal requirements imposed on the service is adhered to.

5. Ensure that the storage, administration and recording of all medications are in accordance with the GP' instructions and management policy.
6. To report any incidents, accidents, and any changes in service to the Home Manager.
7. To participate in the day to day running of the service, taking into account the maintenance of the unit and equipment.
8. To review and develop the range of activities available to young people in conjunction with relevant staff, young people and significant others.

4 Personal

1. To be a role model to all staff ensure your own practice reflects the ethos of Gravitass Care and follows the company's Policy's & Procedure's.
2. To accept regular supervision from one of the organisations managers.
3. To keep abreast of new developments through reading articles professional journals as part of your PDP.
4. To participate in the organisation's staff appraisal system.
5. To accept training opportunities when they have been identified.
6. To cover any duties required for the safety and wellbeing of the young people.
7. Undertake on-call duties allocated through an on-call rota.
8. Undertake a Team Leader Audit each month which is used as part of Gravitass Care Quality Assurance system, acting on any discrepancies found.
9. Attend and participate in Senior Management Meetings as and when required.
10. Take the lead in staff meetings as and when required.
11. When attending meeting's and other professional arenas where you are a representative of Gravitass Care you are expected to dress appropriately fitting to the event.

This job description is subject to review when necessary and at least yearly.
TEAM LEADER/SENIOR – PERSON SPECIFICATION

KNOWLEDGE SKILLS & ABILITIES		Attained	Length of Experience
1	To have the skills necessary to undertake the management of assessing young people's needs and developing individual care plans Risk Management Plans from the information		
2	To have the knowledge and ability to deploy staff in a way which takes into account the skills required for the job and match appropriately		
3	To have the skills to develop in-house staff training programmes to meet the individual needs of the young people		
4	To have the knowledge and ability to initiate the disciplinary procedure when necessary, and after consultation with a more senior member of staff		
5	To have the knowledge and ability to manage budgets		
6	To be able to work a flexible shift which covers the 24 hour 7 day week		

EDUCATION & EXPERIENCE		Attained	Length of Experience
1	To have worked in a position where you have had delegated supervisory responsibilities for at least one year		
2	To have a minimum of 2 years' experience of working within the Looked after Sector.		
3	To have achieved a minimum of LVL3 in Health and Social Care or equivalent		
4	To have had experience in supervising staff		
5	To have had experience assisting in the day-to-day operational management of a residential home		
6	To have had experience in recording systems for residential services		
7	To have had experience of working with parents and carers		

EQUAL OPPORTUNITIES		Attained	Length of Experience
1	To have the knowledge and ability to work with and develop an awareness within the staff team of positive action and anti-discriminatory practice		

PERSONAL SKILLS		Attained	Length of Experience
1	To have the knowledge and ability to work with and develop an awareness within the staff team of positive action and anti-discriminatory practice		
2	To be able to manage the staff in a way which develops the team approach, but also which maintains your managerial role and position		
3	To be able to manage time effectively		
4	To be able to work in a flexible way, changing course and direction as necessary, to meet the needs of young people		
5	To be able to challenge and address concerns regarding staffs' practice and professionalism		

OTHER QUALITIES		Attained	Length of Experience
1	To be able to work in a flexible way, changing course and direction as necessary, to meet the needs of the young people		
2	To have in a way which allows the highest regard for the individuals choice, abilities and wishes		