

Sheffcare Limited Job Description – Team Leader

Post Title	Team Leader
Responsible to	Registered Manager
Responsible for:	Care Support Workers, ancillary staff
Holiday and Sickness Relief	Team Leaders within the charity

Purpose of the Job

To promote and adhere to the workplace values of Sheffcare:

- Kindness
 - Dignity
 - Respect
 - Independence
 - Choices
- 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 always delivered to service users in accordance with care plans. Leading by example and coordinating 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 the duties of Care Support Workers.

SPECIFIC DUTIES AND RESPONSIBILITIES

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.

STAFF

- To participate in recruitment, selection, induction, and training programs 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:-

Fire

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

COSHH

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

Medication

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

Activities

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

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.

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.