

POST TITLE: Team Leader

RESPONSIBLE TO: Head of Care

REPORTING TO: Hospital Manager

JOB DESCRIPTION

PURPOSE AND SUMMARY OF JOB:

To assist the Hospital Manager in the effective co-ordination of all services to the staff and service users. Ensure a high standard of individualised care at all times by properly utilising resources available and implementing agreed care plans and policies as appropriate.

MAIN DUTIES AND RESPONSIBILITIES:

- 1 General supervision of staff within and outside of the Hospital, ensuring that they and the service users are involved in the Hospital activities.
- 2 To understand the role and function of the keyworker and operate the keyworker system in use in the Hospital.
- 3 To assist / support Staff to maintain high standards of care for those service users who are in need of help in all aspects of personal hygiene e.g. washing, bathing, dressing.
- 4 To assist / support Staff to maintain high standards of care for those service users who require help with feeding and to ensure an adequate dietary & fluid intake.
- 5 To record and observe the progress of the service users within the Hospital and notify the manager of their progress / change as necessary.
- 6 To make sure all staff are correctly inducted and understand the company's aims
- 7 To offer staff support during their induction period by buddying up with a long term staff.
- 8 Ensuring all staff have the correct training before supporting the individuals in our care.
- 9 Encourage and assist service users to exercise personal choice and preference in all aspects of their daily lives.
- 10 Encourage and assist service users to develop and maintain links with relatives, carers and significant others in their lives.

- 11 To assist the Hospital Manager in the maintenance of good professional relationships with the people attending the Home, their parents and other professionals.
- 12 Caring for individual's property, undertaking any aspect of the Hospital management within the Hospital as required, i.e. Cleaning Rotas, reporting sheets, Staff allocation of duties, completing relevant forms on a day to day basis i.e. IR1.
- 13 Undertake weekend on call service as required and requested by manager.
- 14 To administer prescribed medication in the appropriate manner in accordance with the Hospital procedures and statutory requirements.
- 15 To monitor medication and discuss with the family if medication is needed.
- 16 To play an active part in promoting good public relations in the locality so as to increase public awareness of, and support for, the aims and objectives of the Hospital as a whole.
- 17 To report immediately any incident of ill treatment, verbal physical or mental to any individual at the service, to the Hospital Manager.
- 18 Report any complaint made by individuals at the Hospital or on behalf of them, by relatives, friends etc. to the Hospital Manager.
- 19 To develop effective and needs-led care plans taking into account the views / needs of the service user.
- 20 To attend staff meetings and service users review meetings and make a valuable contribution. Preparing and presenting any necessary reports.
- 21 To attend all statutory training and yearly updates.
- 22 To participate in developing & leading training sessions for staff teams
- 23 Be familiar with Hospital Fire, & Health and Safety regulations and ensure that they are strictly observed.
- 24 To inform the Manager of any equipment or materials that may need re-ordering, or any items that are defective and require repair.
- 25 To ensure that all support workers for which you are responsible, receive regular supervision in accordance with the home guidelines and National Minimum Standards.

General

- 26 To attend for work reliably and punctually and to follow a work pattern as required to fulfil the role which may include working overtime if the need arises.
- 27 To know where to access Cygnet Health Care policies, to keep yourself up to date with all procedures and policy changes and to be aware of and follow their contents
- 28 To remain vigilant and do everything possible to protect individuals in our care and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to manage/investigate any incident of this nature you witness that is brought to your attention or suspect.
- 29 To develop own practice through the supervision and appraisal process, ensuring your continuous professional development needs are identified and addressed.
- 30 Use an appropriate level of confidentiality where personal information is involved with regard to both individuals in our care and employees. To ensure that people with whom you have contact have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law and by Cygnet Health Care policies.
- 31 To contribute fully to effective team working by striving to build and maintain positive relationships.
- 32 To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

Health and Safety

- 33 To contribute to and oversee the maintenance of safe and secure learning and care environments. This includes taking the appropriate action in the event of an emergency.
- 34 A duty exists (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to evaluate and take action to reduce the risks. It is expected that you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk.

Safeguarding

- 35 It is everyone's responsibility to ensure that everything possible is done to protect individuals in our care from abuse of a physical, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect

JOB SPECIFICATION



The contribution of this role:

- 36 The way in which this role is carried out will have a direct and highly significant effect on the quality of the entire service provided by the company, and bear directly on how well-equipped teams feel to carry out the jobs they are employed to do.
- 37 You will therefore be making a very important contribution to other employees, to matters effecting individuals in our care and their experience of with us, and to the reputation and achievements of all establishments and the Cygnet Health Care as a whole

This Job Description indicates the main duties and responsibilities of the post and it is not intended as an exhaustive list.

JobholderSigned Date:

ManagerSigned Date: