



TEAM LEADER

Responsible to: The Home Manager

Direct Line Manager: Deputy Manager / Home Manager

SUMMARY OF ROLE

To provide a needs led service to adults with a learning disability by adopting a person centred approach that fosters self awareness, personal growth and gives each person the strongest voice with regards to decision making and lifestyle choices.

MAIN RESPONSIBILITIES, TASKS & DUTIES

Leadership

- *Provide leadership to the team acting as a positive role model at all times.*
- *Manage rotas on a daily basis. Lead the shift, ensuring staff give support that follows individual's care plans and daily support plans.*
- *Provide effective supervision to the Seniors and Support Workers on your team.*
- *Provide on call cover as arranged by the Home Manager, working within on call guidance. Ensure good team working.*
- *Motivate, support and mentor the staff when needed.*
- *At each shift ensure staff complete all necessary paperwork to an acceptable standard and sign off.*

Support



- Support people with regards to decision making and lifestyle choices enabling them to take control of their own lives, increasing independence.
- Ensure all personal care tasks are carried out in line with the needs, wishes and preferences of the individual, following the care plan.
- Support people to take an active role in the community by accessing local facilities and wider community resources in the spirit of social inclusion.
- Ensure the security of the building and the safety of the people living in the home.
- Support the development of person centred planning, ensuring each individual's plan has meaningful and achievable goals.
- Support people to develop and expand social networks and friendships.
- To support people through the transition process.
- Work as a key-worker/ co key-worker to coordinate and develop the support to the individual including Health Action Plans and Person Centred Plans.
- Contribute to / attend reviews and multi disciplinary meetings.
- Work with individuals to promote healthy life style by liaising with local health care professionals. Work in partnership with care managers and other professionals to maximise quality of life for individuals.



- *Develop positive relationships with family and carers.*
- *Work in line with the company's Adult and child Protection and Prevention of Abuse Policy and Whistle Blowing Policy to ensure that people are kept safe at all times.*
- *At all times to work within equal opportunities policy and procedure.*
- *Ensure risk assessments are actioned as necessary, in line with policies and procedures.*
- *To be flexible and responsive at all times to meet the changing needs of the service and the service users.*
- *Administer/ Prompt and Assist medication in line with the policy and the individual's care plans in the absence of the team leader.*
- *Organise and support service user holidays in line with the policy.*

Values and Attitudes

- *Support individuals in a non-judgemental way based on the principles of anti-discriminatory practice.*
- *To treat individuals with respect and encourage them to express their individuality.*

Performance and Development

- *Maintain confidentiality.*
- *Work within Home From Home Care's policies and procedures.*
- *Work in a way that meets the statutory requirements of employees*



under health and safety at work. Adhere to khaya Specialised Care's Codes of Practice and staff handbook.

- At all times work within current legislation.*
- Enter actively into supervision and appraisal.*
- Attend training on a regular basis to ensure that all mandatory and personal training and development needs are met in line with company requirements.*
- To work in accordance with the company's mobile phone and IT policies.*
- To behave in a manner that reflects positively on the company at all times.*
- To work closely with other members of the team for the ultimate benefit of the people living in the home.*

Finance

- Support people to manage their resources and finances.*
- To ensure that you receive all receipts, change and any accompanying paperwork before the end of the shift.*
- To give practical support to individuals in line with their care plan and policy.*
- Ensure Petty Cash and people's monies are checked, balanced and recorded at the end of your shift. Financial discrepancies must be reported to the manager immediately.*
- To keep updated with all financial policy and procedures*



Administration

- You will be required to work flexibly on a rota basis to meet the needs of the service, this includes weekends, bank holidays and sleep ins.
- Ensure work is recorded accurately and appropriately in compliance with the company requirements and that records made and personal information used are in compliance with the Data Protection Act and the standards of information governance.

NB

This job description is not exhaustive and there may be times you will be required to undertake other duties in order to meet the needs of the people living in the home or the service.



KHAYA HOME



KHAYA HOME

	Essential In order to be shortlisted for interview	Desirable
Qualifications		<ul style="list-style-type: none"> NVQ 3
Experience	<ul style="list-style-type: none"> 1 year's experience of working with vulnerable people Experience of leading a shift 	<ul style="list-style-type: none"> Experience of working with people with a learning disability
Knowledge	Understanding of: <ul style="list-style-type: none"> Equal Opportunities Health and Safety The needs of Adults with Learning Disabilities 	<ul style="list-style-type: none"> Current Legislation relating to Adults with Learning Disabilities Person Centred Planning
Skills/Qualities	<ul style="list-style-type: none"> Flexible Literate and Numerate Positive 	<ul style="list-style-type: none"> Home Based Skills eg DIY, Cooking and Gardening