

JOB DESCRIPTION

JOB TITLE:	Team Manager
RESPONSIBLE TO:	Director / Group Manager
SALARY RANGE:	£35,000.00-£45,760.00 per annum 40 hours pw (pro rata) (depending on qualifications and experience).

ROLE SUMMARY

The holder of this post will be a person who is interested in working with children, young people, vulnerable Adult and providing them with day-to-day care. The post holder must be versatile and adaptable enough to develop and use a variety of skills and who is willing to work as part of an enthusiastic team committed to the care, safeguarding and health and safety and the general wellbeing and development of all our clients and service users. The post holder must have compliancy experience in care industry and CQC inspection knowledge and experience. The post holder will be expected to be committed to the home's philosophy of care and to maintain high standards of integrity, confidentiality, and professional behaviour in their approach to service users/ clients and staff team. The role of a Team Manager is very wide and will vary from day-to-day, taking account of the individual post holder's talents and aptitudes as well as the needs of the service users / clients.

Benefits

- Competitive salary
- Company pension
- Tailored training
- Career progression
- 5.6 weeks paid holiday

MAIN RESPONSIBILITIES

Responsible to: The Team Manager is responsible for the organizing and the day to day running of the service provision in general using the policies, procedures, training, supervision, and guidance provided by the Company.

Responsibility: To support and assist the Director / Group Manager in marketing the services provided by the Company and liaising with commissioners, prospective service users/ clients, health / social care professionals, families and other agencies connected with training and development of the service. The aim of the position is to maintain continuity of care and support to all service users/clients and to ensure efficiency and reliability of all visits to service users/clients by suitably trained and experienced care/support workers. As a Care/Registered Manager, you will also be required in conducting assessments when required and care plan, support plans, risk assessments and review reports.

Purpose of the job:

It is the responsibility of the Care/Team Manager to support the company / Directors in achieving the aims and objectives of the Company and achieving the level of quality in the service provided to the service users/clients in accordance with the Company's Quality Assurance Policy.

MAIN DUTIES

- 1.To work alongside and ensure that all team leaders, care coordinator, senior support workers to implement individualised plan of care for each service users/ clients and to meet the physical, emotional, and social needs of service users/ clients in the following areas.
- 2.Ensuring all safeguarding principles and policies are maintained, implemented and adhered to throughout the company
3. Promoting recreational activities, including ensuring service users/ clients full participation in outings, visits, and other social functions. Including development of all practical skills as used in shopping, visiting the doctor and dentist.
4. Working together with staff, visiting specialists, service users/ clients' relatives, friends, and volunteers, to meet the total needs of service users/ clients, ensuring always that the care given is a personalised way and ensuring to promote independence, rights to privacy, dignity and choice.
5. Ensuring policies and procedures of the organisation and company are adhered to, in particular those relating to fire prevention, health and safety at work, equal opportunity (appreciating and understanding and having knowledge of different ethnic needs and ensuring that everyone's needs are met and encouraged), safeguarding and confidentiality of service users/client's personal information.
6. Overseeing personal care to the service users/ clients in a respectful, dignified, and non-judgemental manner using appropriate manual handling techniques and equipment if required and participate in training relevant to this.
7. Ensuring all staff are completing all written records and information according to requirements in a manner, which is professional and accessible to colleagues and other professionals.
8. Responding and managing clients' aggressive behaviours, self-injuries, or other challenging behaviour exhibited by clients/service users in an appropriate manner.
9. Monitoring and managing service users / clients' medication administration of prescribed medications in accordance with Global Social Care Services policies and procedures. There must be two staff present before administering client's medication.
10. Organise and deploy staff by arranging efficient programmes of work within a locality, consulting as appropriate with management. Also ensuring that staffs have a workload related to their skills, experience, and level of responsibility.
11. Undertake staff supervision (and Performance Review and Development meetings) within a locality to ensure that duties are performed in line with service objectives and procedures.
12. Be responsible and participate in the recruitment and selection process of staff when required.
13. Ensure that staffs act in accordance with statutory requirements, as well as company policies

and procedures. Identify team developmental and training needs and oversee the provision of training as required with support and guidance with the Directors / Group Registered Manager.

14. To assist and participate in induction training, as required under the direction of the Manager.

15. To arrange and conduct team meetings as required, contributing to an effective system of communication, and updating staff on changes to procedures/policy.

16. to participate in training programmes both internal and external.

17. To ensure risk is minimised in the company and report any incident of ill-treatment, serious accidents, verbal, physical or mental, to the Director / Group Registered Manager and all appropriate authority including the safeguarding team.

18. To manager all compliant by individuals, staff, services users, families, or on behalf of them by relatives, friends, to the Directors and Group Registered Manager.

19. To participate and ensure the development and implementation of opportunities for recreation, socialisation, holidays, in line with the concept of normalisation.

20. To promote service users/ client's self-advocacy.

21. To manage and attend staff meetings, to discuss and review training progress and the management of the Home.

22. Managing staff absences and to ensure all shifts and covered and the homes are safe and secure daily. Including sleeping-in duties, evenings, weekends, bank holidays and client's holidays. To initiate the absence management procedures, including conducting return to work interviews.

23. To undertake driving duties if required. (fully insured UK Licence holders only)

24. To undertake any other tasks required that help with the implementation and development of services.

25. To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.

26. To achieve service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.

27. To undertake training and constructively take part in meetings, supervision, seminars, and other events designed to improve communication and assist with the effective development of the post and post holder.

28. At all times carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and Global Social Care policies and procedures.

29. To undertake any other appropriate duties within the post as directed by the senior Registered Manager / Directors.

This job description will be reviewed periodically in consultation with the director/ group registered manager.

WORKING CONDITIONS

Physical Demands

The Care Coordinator / Team Leader will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Care Coordinator / Team Leader may also have to do some light lifting of supplies and materials from time to time.

Environmental Conditions

The Team Leader may have to manage several projects at one time and may be interrupted frequently to meet the needs and requests of clients and staff. The Care Coordinator / Team Leader may find the environment to be busy, noisy and will need excellent organisational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The office may be noisy and busy making it difficult for the Team Leader to concentrate.

Mental Demands

The Team Leader will have to manage several requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines.

CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:

Employee Signature:

Date:

I certify that this job description is an accurate description of the responsibilities assigned to this position. **Supervisor's Title:**

Supervisor's Signature:

Date:

I approve the delegation of responsibilities outlined herein the context of the attached organisational structure.

Care Manager's Name:

Care Manager's Signature:

Date:

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be exhaustive list of all responsibilities and activities required of the position.

It will also include any other duties appropriate to the post as directed by the Registered Manager and Manager