

Praxis Care Job Description

Position, Title & Grade:	Team Leader
Location:	Isle of Man
Reporting to:	Service Manager
Function/Department:	Operations

Job Purpose/Summary:

The Team Leader is part of the support team whose function is to meet the practical, physical and emotional needs of the people we support within the service. Through a key worker system, they will also be responsible for the designing of individual programmes of support and co-ordinating the delivery of the package by a group of Support Workers and themselves.

Key Accountabilities:

- To plan co-ordinate and implement the safe transition of new people we support into service and community where necessary
- To liaise with the people we support's families and relevant members of multi-disciplinary teams, community groups and voluntary bodies with the aim of promoting the people we supports needs
- To plan, develop and implement individual and group programmes of support to enhance and maximise the capabilities and independence of the people we support in the Service.
- To co-ordinate ongoing assessment and review on a regular basis through the completion of suitable assessment models
- To support the physical, emotional and personal needs of the people we support ensuring that work is individual focussed and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice
- To ensure that medication is held, stored and administered in accordance with Praxis Care's Medication Policy and current statutory and legislative procedure
- To provide effective leadership, supervision and management to Support Workers, including monitoring of time and attendance and the participation in any capability, disciplinary and grievances procedures etc.
- To participate in Learning and Development as necessary within the Organisation whilst identifying and addressing personal development opportunities for themselves and Support Workers
- To ensure that adequate records are created and maintained and necessary reports are produced and reported in line with Organisational policy and statutory requirements
- To support the manager with regulatory compliance of all regulating bodies

Requirements of the Role:

- You will be required to participate in the company appraisal and staff review process
- To adhere to and model the company values, behaviours and competencies at all times
- To participate when required in formal and informal supervision
- To carry out all duties of the post in accordance with Praxis expectations, regulations and policies
- To carry out additional duties of the role and all other required duties as and when necessary
- To work the necessary hours to fit the needs of the service

The above mentioned duties are not exhaustive and the post holder will be required to carry out other duties as and when necessary. It should be noted that stated duties or location associated with the post may change to meet the future needs of the organisation.

Essential and Desirable Criteria:

	Direct/Internal	Indirect/External
Budget	• 0	• 0
Staff	• 0	• 0
Liaison & Influence	• Supported individuals within the service, providing advice and guidance • Support and Guidance for reporting staff	• Liaison with multidisciplinary teams in relation to updating and needs of the people we support under the care of the post holder • Liaison with stakeholders throughout the Organisation

Criteria	Essential	Desirable
Education. Experience & Training Qualifications	• 2 years' experience in a health and social care setting and enrolled in QCF L3 in H&SC OR • An understanding of the mental health/LD area • Qualification in: - QCF/RCF 3 in H&SC - Social Work	

	- 1st Level Nursing - Allied health profession - Level 5 diploma in Leadership for HSC (adults management/adults residential management, wales & NI),	
Skills & Competencies	• Full valid driving licence and access to own vehicle <i>(If a disability precludes an individual from holding a driver's licence, it should be stated how they can meet the mobility requirement of the post)</i> • Communication skills both verbal & written • Report writing skills • Assessment skills • Evaluation skills • Computer skills • Risk Assessment skills • Leadership skills • Problem solving skills • Organisational skills • Time management skills	
Attributes	• Team Player • Understanding of diversity • Available to work flexibly	

Decision Making Authority	Recommendation Types and Levels
Ability to make low-medium level decisions within clearly defined parameters as defined by Manager	Can put forward suggestions and recommendations to Managers regarding areas of improvements within the service and also suggestions for variations within individual care plans