



Care



United in Purpose

Global Job Title **Care Team Leader**

Discipline Care

Sub Discipline Management

Role Purpose

Ensure the day to day running of the establishment, including leadership and management of staff, work as the lead member of the team to attend to the personal, social and emotional needs of residents/tenants (service users).

Key Responsibilities and Accountabilities

1. Ensure person centred dignity in care and the emotional, physical and social wellbeing of service users are met, which will include involving their families and significant others.
2. Undertake visits to clients' homes, hospitals, and other establishments as appropriate and ensure assessments of needs are carried out to underpin individual care plans.
3. Develop and ensure on-going review of care plans for service users, key workers and others, including writing assessment reports as required for Care Planning Meetings and Reviews.
4. Ensure good communications throughout the establishment and ensure staff follow Care Plans and record documentation appropriately to deliver an excellent quality service.
5. Participation in recruitment and selection of staff, including their induction and probation and with continued training and coaching of staff such that values are consistently delivered.
6. Ensure documentation such as timesheets, sickness returns, training, roster management and annual leave records are maintained within required standards and deadlines, support the manager in staff management including appraisals, performance, disciplinary and absence management.
7. Ensure work is carried out in accordance with local safeguarding protocol and procedures, such that service users are protected from harm and abuse.
8. Oversee the safe administration and storage of drugs and medicines, including re-ordering or repeat prescriptions and undertaking regular audits in accordance with service procedures.

About this Role

This is a Care Team Leader role where the requirement is to lead a team and ensure laid down priorities and tasks are achieved to meet standards and schedules. The role is accountable for leading and motivating the team, setting out and utilising labour to best effect, for quality of work and team skill capability development such that operations schedules can be achieved effectively.

The role liaises with and develops good working relationships with colleagues, social workers and staff from other agencies involved in the care of service users.

The role supports care staff as necessary in the delivery of daily routines, sharing good practice with colleagues and auditing standards of delivery, ensuring all relevant care standards and service procedures are met.

