

## Praxis Care Job Description

<b>POSITION TITLE AND GRADE:</b>	Team Leader
<b>LOCATION :</b>	Iona House, Castleblaney
<b>REPORTING TO:</b>	Scheme Manager
<b>FUNCTION / DEPARTMENT</b>	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 service users within scheme. Through a key worker system, he/she 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 him/herself.

### **KEY ACCOUNTABILITIES:**

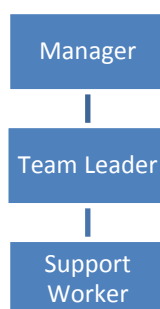
1. To plan co-ordinate and implement the safe transition of new Service Users into scheme and community where necessary.
2. To liaise with Service User families and relevant members of multi-disciplinary teams, community groups and voluntary bodies with the aim of furthering Service User needs.
3. To coordinate planning, developing and implementation of individual and group programmes of support to enhance and maximise the capabilities and independence of the Service Users in the Service whilst coordinating ongoing assessment and review in a regular and systematic basis through the completion of suitable assessment models
4. To support the physical, emotional and personal needs of Service Users ensuring that work within scheme is Service User focussed and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice.
5. To ensure that medication is held, stored and administered in accordance with Praxis Care's Medication Policy and current statutory and legislative procedure.
6. 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.
7. To complete any mandatory training identified as necessary by the Organisation whilst identifying and addressing personal development opportunities for both the post holder and those managed by the post holder.
8. To ensure that adequate records are created and maintained and necessary reports, including untoward/critical incidents are produced and reported in line with Organisational policy and statutory requirements.

### **REQUIREMENTS OF THE ROLE:**

<ul style="list-style-type: none"> <li>• You will be required to participate in the company performance management process.</li> <li>• To adhere to and model the company values, behaviours and competencies at all times</li> <li>• To participate when required in formal and informal supervision.</li> <li>• To carry out all duties of the post in accordance with Praxis rules, regulations and policies</li> <li>• To carry out additional duties of the role and all other required duties as and when necessary</li> </ul>
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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.

## ORGANISATIONAL STRUCTURE



	<b>DIRECT / INTERNAL</b>	<b>INDIRECT / EXTERNAL</b>
<b>BUDGET</b>	N/A	N/A
<b>STAFF</b>	Support Worker(s)	N/A
<b>LIAISON &amp; INFLUENCE</b>	<ul style="list-style-type: none"> <li>Liaison with Service Users within scheme to provide advice &amp; guidance.</li> <li>Support &amp; Guidance for reporting staff on performance, development.</li> </ul>	<ul style="list-style-type: none"> <li>Liaison with multi-disciplinary teams in relation to updating and needs of Service Users under the care of the post holder</li> <li>Liaison with stakeholders throughout the Organisation</li> </ul>

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION / TRAINING QUALIFICATIONS</b>	<p>Professional qualification in Social Work/Applied Social Studies or First or Second Level Nursing or Occupational Therapy <b>AND</b> knowledge of the intellectual disability/autism group</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Candidates with Social Work/Applied Social Studies/Occupational Therapy should be registered with CORU at the time of appointment.</b></li> <li><input type="checkbox"/> <b>Candidates with Nursing Qualifications should be registered with NMBI at the time of appointment.</b></li> </ul> <p><b>OR</b></p> <p>2 years' paid experience in the intellectual disability/autism field <b>AND</b> at least one of the follow qualifications;</p> <ul style="list-style-type: none"> <li>• Degree in any discipline</li> <li>• Foundation Degree in Health and Social Care Suite</li> <li>• HND in any discipline</li> <li>• QCF/NVQ Level 3 in the Health and Social Care Suite</li> <li>• QQI/FETEC Level 5-8 Major Award in the Health and Social Care Suite</li> <li>• QCF Level 5 Diploma in Leadership and Management in Health and Social Care</li> <li>• AVCE in Health and Social Care</li> </ul>	
<b>EXPERIENCE</b>		
<b>SKILLS AND COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills both verbal &amp; written</li> <li>• Report writing skills</li> <li>• Assessment skills</li> <li>• Evaluation skills</li> </ul>	

**ATTRIBUTES**

- Full valid driving licence on application and access to own transport on appointment.  
*(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)*
- Available to work flexibly
- Proof of eligibility for permanent employment with Praxis Care in ROI at time of application.