

## Praxis Care Job Description

<b>POSITION TITLE AND GRADE:</b>	Team Leader
<b>LOCATION :</b>	Newry
<b>REPORTING TO:</b>	Scheme Manager
<b>FUNCTION / DEPARTMENT</b>	Operations

<b>JOB PURPOSE / SUMMARY:</b>
<p>The Team Leader is part of the support team whose function is to meet the practical, physical and emotional needs of individuals living in the community and in a supported living scheme for people with mental ill health, and living in a bespoke learning disability service, in Newry. 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.</p>
<b>KEY ACCOUNTABILITIES:</b>
<p>To ensure that all work within the unit is participant focused and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice.</p> <p>To facilitate the reintegration of the tenants/residents into the community, to participate in programmes which encourage improvement in everyday living skills of individual tenants and to provide practical assistance to tenants in everyday living matters.</p> <p>To plan, develop and implement individual and group programmes of support, for example social and domestic training, personal hygiene and community living skills designed to enhance and maximise the capabilities and independence of the Service Users in the unit.</p> <p>To assess Service Users in a regular and systematic basis through the completion of suitable assessment models.</p> <p>To participate in monitoring and reviewing individual residents.</p> <p>To establish goals on an individual and group basis so as to ensure the effective utilisation of resources by the Service Users i.e. day care, home community, voluntary and statutory agencies.</p> <p>To participate in supporting the physical and personal needs of Service Users.</p> <p>To ensure that menus are planned with Service Users in the project so that they receive nutritionally balanced meals, respecting the dignity and dietary requirements of preferences of each participant.</p> <p>To ensure that medication is held, stored and administered in accordance with Praxis Care's Medication Policy, if applicable.</p> <p>To intervene appropriately to resolve situations arising out of challenging behaviours/mental health difficulties. This may involve an element of physical risk to the employee. Staff will be fully trained in how to deal with these situations.</p> <p>To provide effective leadership, supervision and management to Support Workers.</p> <p>To co-ordinate the Support Workers input into individual programmes of support.</p> <p>To be responsible for the management of the Support Workers workloads and the identification and addressing of staff development needs.</p> <p>To participate in all matters concerning discipline, grievance, untoward incidents and complaints, when required.</p>

To personally contribute towards a happy and therapeutic environment and to the workings of a caring team.

To keep detailed records of staff with regards to annual leave, time-in-lieu and sick leave.

To plan, prioritise, monitor and evaluate the work carried out within the residential project.

To ensure that adequate records are maintained and necessary reports, including untoward/critical incidents are produced.

To have a sound knowledge of all policies, standards and specifications of the scheme and to be able to monitor service quality through their implementation.

To liaise appropriately with carers, other professional staff, voluntary bodies and community groups in the furtherance of the clients' needs.

To participate in conferences, courses, meetings organised / arranged by the management of Praxis Care.

Undertake training to be competent in handling/responding to the particular needs of the client group.

To be aware of and act in accordance with Praxis Care's Health and Safety Policy.

To conduct all activities in a manner which is safe to yourself and others.

To participate in a formal programme of supervision.

To participate in committees/working groups, as appropriate to the duties of the post.

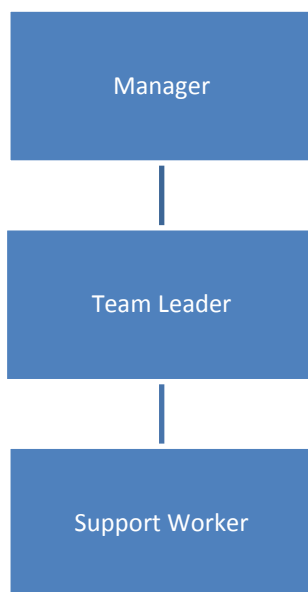
To liaise with the Manager on policy and matters of concern.

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

- You will be required to participate in the company performance management process.
- To adhere to and model the company values, behaviours and competencies at all times
- To carry out all duties of the post in accordance with Praxis rules, regulations and policies
- To carry out additional duties of the role and all other required duties as and when necessary

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**



	DIRECT / INTERNAL	INDIRECT / EXTERNAL
<b>BUDGET</b>	0	0
<b>STAFF</b>	Support Worker	
<b>LIAISON &amp; INFLUENCE</b>	Other Support Workers, Team Leaders, Line Service Users Scheme Manager	Health Trust and Regulatory bodies Service Users Families External Suppliers

CRITERIA	ESSENTIAL	DESIRABLE
<b>EDUCATION / TRAINING QUALIFICATIONS</b>	<p>2 years' paid employment in a care environment</p> <p><b><u>OR</u></b></p> <p>QCF Level 5 in Health and Social Care <b><u>AND</u></b> 2 years' paid employment experience in a care environment.</p> <p><b><u>OR</u></b></p> <p>Professional qualification in Social Work, First or Second Level Nursing or Occupational Therapy <b><u>AND</u></b> knowledge of the mental health and/or learning disability field</p> <p><b>Candidates with Social Work qualifications should be registered, or applying for registration with the NI Social Care Council</b></p> <p><b>Candidates with Nursing Qualifications should be on the live nursing register with the NMC</b></p> <p><b>Candidates with OT qualification should be registered with the HCPC</b></p>	
<b>EXPERIENCE</b>	A sound knowledge of the needs of people with learning disabilities and/or mental ill health and, who also have	<p>Counselling skills</p> <p>Creative and innovative lateral thinker</p>

	challenging behaviours/mental health needs	
<b>SKILLS AND COMPETENCIES</b>	Excellent communication skills both verbal & written Report writing skills Assessment skills Evaluation skills	
<b>ATTRIBUTES</b>	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	