

## Job Description

<b>Job Title:</b>	<b>(REF: 285) Team Leader – Cardiff</b>
<b>Position Description:</b>	<p>Supporting our client and team on a 2:1 basis during the daytime shifts. The client has significant physical difficulties and some cognitive impairment as a consequence of cerebral palsy. He enjoys going out into the community to access activities and interacting with his peers. He would like to be introduced to new appropriate activities.</p> <p>The Team Leader will work with the Case Manager in leading the team of support workers to provide some support and other tasks relating to our client’s rehabilitation. The work is varied and involves assisting the client to access the local community, along with ensuring all administrative tasks are completed. The Team Leader will complete staff rotas, supervision and appraisal of support workers, updates to relevant plans and communication with therapists. At times, it may be necessary to work additional hours depending on the staffing rota. Effective time management is essential as is the ability to use IT systems effectively.</p>
<b>Salary Per Hour:</b>	£19.00 per hour
<b>Hours:</b>	10 hours per week. (Shift pattern to be confirmed)
<b>Location:</b>	Cardiff
<b>Responsible to:</b>	Employer/Client
<b>Reporting to:</b>	Employer/Case Manager
<b>Main Responsibilities:</b>	<p>The Team Leader will act with the Case Manager in leading the team to: -</p> <ul style="list-style-type: none"> <li>• Always support the client and to ensure her safety and general wellbeing.</li> <li>• To be aware of any significant changes in the client’s health, functioning or behaviour, and inform the GP, family, and Case Manager as appropriate.</li> <li>• To liaise with and support the family as required.</li> <li>• To liaise closely with the Case Manager. Providing feedback to the Case Manager on all aspects of the client’s well-being and her support regime.</li> <li>• To work with all other professionals involved with the client as well as ensuring all staff are kept up to date with any changing circumstances.</li> <li>• Ensure consistency and high standards of support. To ensure that staff understand their duties and the responsibilities of their jobs.</li> <li>• Provide supervision and support and to identify any training needs for all members of the support team.</li> <li>• Set a rota each month, ensuring that staff are not routinely working too many hours/shift length is appropriate.</li> <li>• Organise annual leave - signing requests, recording hours, organising cover.</li> <li>• Overseeing sickness - completing return to work forms and ensuring sickness has been reflected in timesheets.</li> <li>• In conjunction with the Case Manager, you will complete a review of risk assessments and service user plans; organise team meetings.</li> <li>• Complete weekly/monthly care audits, ensuring all paperwork is completed as required.</li> <li>• Arrange and oversee equipment maintenance (assistive equipment and home adaptations).</li> <li>• Ensure PPE and general household items are available.</li> <li>• Managing petty cash and completing petty cash records.</li> <li>• Assisting with the induction of new staff.</li> <li>• To respect confidentiality at all times.</li> <li>• To undertake other duties as may from time to time be assigned to you by the Case Manager.</li> </ul>

## Person Specification

Qualifications/Training	
Essential	Desirable
<ul style="list-style-type: none"> <li>To register with Social Care Wales (SCW).</li> <li>Willingness to work towards or already have QCF/NVQ Level 3 (or equivalent) in Health &amp; Social Care.</li> </ul>	<ul style="list-style-type: none"> <li>Registered with SCW.</li> <li>NVQ (or equivalent) in Health &amp; Social Care Level's 3.</li> <li>Recent training in First Aid, Health &amp; Safety, Manual Handling and Safeguarding.</li> </ul>
Knowledge/Skills/Abilities	
Essential	Desirable
<ul style="list-style-type: none"> <li>Good understanding of the personal needs of a client with physical and communication difficulties.</li> <li>Good IT, accuracy, and attention to details skills.</li> <li>Ability to work collaboratively with others.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with adults.</li> <li>Experience of working with clients with Brain Injury.</li> <li>Experience of liaising with professionals and multi-disciplinary teams.</li> <li>Experience of working with families.</li> <li>Experience of supporting and managing a team.</li> </ul>
Personal Requirements	
Essential	Desirable
<ul style="list-style-type: none"> <li><b>A full driving licence and use of a car (endorsements to be disclosed).</b></li> <li><b>Motor Insurance to include business use.</b></li> <li><b>Willing to drive the family vehicle.</b></li> <li>Friendly, warm, and patient with a proactive and encouraging approach.</li> <li>Excellent interpersonal skills.</li> <li>Ability to deliver support in an inclusive, respectful manner ensuring the client's privacy and dignity is maintained.</li> <li>Ability to lead a team and liaise closely with the Case Manager.</li> <li>Ability to work independently and use initiative.</li> <li>Willingness to work flexibly, including supporting the client to travel away from home for short breaks and holidays.</li> <li>Punctual, reliable, and trustworthy.</li> <li>Demonstrate a commitment to learning new skills.</li> <li>Good verbal and written communication skills.</li> <li>Good organisational skills and ability to follow instruction.</li> </ul>	