

Title Team Leader Short Breaks	Department Adult Social Care, Health and public Protection	Post Ref.
Job Purpose The post holder is responsible for providing a range of personal care duties to Service Users within the Short Breaks service and for contributing to care planning processes through observation, communication and liaison with Service Users, relatives, their staff and agencies, ensuring confidentiality at all times . The post holder will have the ability to undertake a supervisory role towards all staff, and Care Teams in particular, and take appropriate action in the event of emergencies. The post holder will be expected to agree programmes of work with staff, and work to an agreed programme with minimum supervision. Working closely with all staff ,the post holder will be expected to work to standards that equate to the diploma level three		
Key Responsibilities 1. To act as Team Leader for a group of care workers including day to day co-ordination of activities and supervision in accordance with policy. 2. To deputise for the manager in their absence. 3. To be involved in day to day operational management of the service as appropriate including acting as duty officer on the staff rota system 4. To assist the Manager in arranging cover in respect of staff, the duty rota and absences ,and to undertake cover duties as necessary and appropriate 5. To participate in the duty rota and work flexibly to cover the needs the service 6. To participate in the provision of a wide range of practical, social and general support services for service users including assistance with skills development and personal care and support where necessary. 7. To assist in the provision of support packages for individuals across a 7 day period during the day and evenings. 8. To assist individuals and groups in the use of and access to ordinary community facilities	Key Accountabilities 1. To work to achieve and maintain high standards of equality and efficiency in the services provided by Nottinghamshire county council 2. To develop and improve personal skills through participation in, and contribution to ,formal and informal staff development processes and training geared to meet the requirements of the post and the changing business requirements of the department 3. To ensure confidentiality of information in respect of records maintained and tasks undertaken within County Council policy and relevant legislation. This includes maintaining strict confidentiality in relation to personal information(including that of service users and other employees) which become known to you in the course of your work and other activities 4. To use allocated resources efficiently and effectively and to participate and assist in performance review systems for the departmental services and other measures allied to the supply and monitoring of management information connected with the post holders field of work	

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| <ul style="list-style-type: none"> 9. To compile person centred plans and implement and maintain support plans with the assistance of care workers including the preparation of risk assessments where appropriate 10. To work with staff and individuals to agree to variations to plans and to notify the manager of any change requiring additional funding or involving significant risk to the service users or others 11. To promote and co-ordinate the service for a number of users including necessary involvement in organising and attending service users reviews 12. To assist in the development of planning objectives, performance indicators ,targets and information for monitoring/evaluating the quality of the service provision 13. To maintain effective, accurate records and prepare and present reports as required in line with the requirements of the service and written records policy. 14. To deal with crisis and emergency situations as they arise and report these to the manager as necessary and in accordance with operational policy. 15. To liaise with Voluntary organisations ,support groups, the benefits agency and providers of health, housing, social care, sport and leisure as required 16. To act at all times in accordance with the Departments budgetary and financial requirements 17. To maintain an up to date knowledge of the service ,its policies and procedures 18. To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally changes of a permanent nature shall be incorporated into the Job Description in specific terms. | <ul style="list-style-type: none"> 5. To maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all. Also in accordance with relevant legislation, to take reasonable care of your health, and that of other persons who may be affected by the performance of your duties 6. In carrying out the duties and responsibilities set out within the job description and in the context of developing working relationships with others ,the post holder will be expected to demonstrate a commitment to comply with the specific requirement and the spirit of the County Councils equal opportunities policy .This principal applies equally to all aspects of the role |
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The post holder will perform any duty or task that is appropriate for the role described

Tier 7 – Experienced / Professional Staff

Person Specification**Education and Knowledge**

1. Diploma level 3 Care (desirable)
2. Level 2 English and Maths (essential)
3. Willingness to undertake and complete Diploma level 3 (essential)
4. Willingness to undertake and complete Care Certificate (essential)

Experience

1. Two years' experience in supporting/caring for people in a care setting.
2. Experience in supporting/caring for people who have a learning disability.

Personal skills and general competencies

5. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
6. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
7. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
8. Ability to meet agreed objectives and delivery targets by the effective use of resources.
9. The ability to communicate effectively with other professionals, colleagues and members of the public.
10. The ability to carry out management roles and tasks as described in the job description
11. The ability to provide and guide team members in providing the appropriate level of support to enable service users to maintain and increase their personal independence skills.
12. Good organisational and prioritising skills
13. To compile person-centred plans and implement and maintain support plans with the assistance of others
14. To maintain an up-to date knowledge of the service ,policies and procedures
15. To maintain effective, accurate records and prepare and present report as required

Role Dimensions

16. To supervise and manage a small team of employee's
17. To be the named person in the absence of the Registered Manager

Please attach a structure chart

Date 02.11.22

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