

JOB DESCRIPTION

JOB TITLE: Team Leader

RESPONSIBLE TO: Clinical Nurse Manager

RESPONSIBLE FOR: Support Workers

Exemplar Health Care Values:

- Our enthusiasm
- Our perseverance
- Our willingness to challenge
- Our desire to improve the lives of others

We provide specialist nurse-led care for adults with complex needs arising from enduring mental ill-health, neuro-disability, profound learning disability and autism, brain injury and stroke.

Our mission is to make every day better for every one we care for and work with. At Exemplar, we enhance the lives of our services users, families and staff by providing everyone with the opportunity to develop, grow and reach their potential - irrespective of health or ability.

Key Responsibilities

- Provide service users with the highest standard of basic care and support, in accordance with the Company's philosophy and policies and procedures on individualized care plan
- Ensure confidentiality regarding the service users and the home, at all time
- Promote the good reputation of the home at all times
- Build good relationships with service users under his/her direct care, and to provide daily care to help maintain and improve, where possible, independence, individuality, mobility, dignity and choice
- To assist service users to carry out activities of daily living. To be keyworker to a number of clients and support other staff to fulfill their role as keyworker
- To set the dining room, serve and clear meals to the high standard expected by the Home. Provide in-between nourishment as instructed, including the serving of tea/coffee to visitors
- Help service users choose from the daily menu and assist with eating. Report comments on food and requests for particular dishes
- Take care of service users' clothing, ensuring the correct collection, distribution and return of all laundered items. Ensure all new employees to the care team are inducted to the laundry and fully aware of the procedure for laundering all items
- Assist in bed making and change linen

- To keep service users' rooms clean and tidy at all times. Assist in the cleanliness and tidiness of common living and service areas, ensuring a safe environment
- To ensure the security of service users' property and the Home's property and premises. Report and hand in any lost property
- Carry out all such duties in such a way as to ensure the economic and safe use of resources and equipment
- Participate in the programme of activities for service users. Support new/inexperienced staff on outings with clients
- Assist in the admission of new service users. Encourage new staff to be actively involved in the admission of new clients
- Assist, under supervision and where appropriate, Registered Nurses to carry out their clinical responsibilities for service users
- Assist with the planned management of the care team on a daily basis, support senior staff with decisions made
- Assist with the ongoing assessment of service users, reporting any changes or anything unusual to the nurse in charge
- Carry out the induction training programme using the appropriate documentation and monitoring programme
- Adopt a neat, clean and tidy appearance at all times, and wear the appropriate uniform
- Maintain the highest level of personal and work cleanliness and hygiene
- Help and be courteous to all relatives and visitors, referring inquiries about service user's conditions to the person in charge
- Report all compliments comments and complaints
- Report any defects, damage, theft, breakages and hazards
- Check duty rotas and sign for actual hours worked
- Adhere to the Company's policies and procedures. Be familiar with the employee handbook. Assist new staff with understanding the employee handbook.
- Assist management with the development of policies and procedures to ensure quality of care 26. Adhere to the Code of Conduct for Social Care Workers
- Assist with in-house training. Report to Clinical Nurse Manager any member of care staff who require further training and development.
- Research training opportunities that are required for the developing care team and report findings to Clinical Nurse Manager
- Carry out other duties as will, from time to time, be directed
- Carry out all duties in a safe manner having regard for the health, safety and welfare of self, staff, service users and other persons within the home
- Undertake appropriate training and development to ensure statutory compliance
- Participate in appraisal and supervision processes within the statutory guidelines
- In accordance with the *Health & Social Care Act 2008*, the post holder will actively participate in the prevention and control of infection within the capacity of their role

Health and Safety

As an employee of Exemplar Health Care, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the service, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- Recognise the personal right of the service user to positive risk taking in promoting their own recovery, working within identified guidelines.
- Have a general duty to take reasonable care for the health and safety of self and others who may be affected by their acts or omissions at work. All safety rules, regulations and codes of practice relating to the work area should be observed.
- Report all accidents, dangerous occurrences, incidents and hazards in line with company policy.
- Respect confidentiality relating to information gained through employment with the organisation and to ensure information is not disclosed to any unauthorised person/agency.

This job description is not exhaustive and is subject to regular review and appropriate modification. The post holder may be required to undertake other relevant and appropriate duties as reasonably required.

I confirm I have read and understand this Job Description

Name of Post holder:

Signature:

Date: