



GOFAL CYMRU CARE LTD

JOB DESCRIPTION & PERSON SPECIFICATION - TEAM LEADER

LOCATION:	Within the residential care establishments of Gofal Cymru Care (Cardiff & The Vale)
RESPONSIBLE TO:	Care Home Manager
SALARY:	TBA
HOURS:	Full time - 40 hours per week, to include evenings, week-ends, bank holidays, overnight wake-in and sleep-in duties and on-call, for which an extra payment will be made. Job share may be considered.

We are looking for an experienced, driven and passionate individual, committed to providing and leading others in delivering an excellent level of care and support for vulnerable individuals. The successful candidate will have previous experience of working with individuals with a learning disability / mental health and of supporting those who may exhibit behaviours of concern. Alongside this they will ideally have experience of working with those under 18.

As a Team Leader for Gofal Cymru Care you will work alongside the manager leading a team of Support Workers in one of our care homes, overseeing the day to day running of the home, mentoring staff and ensuring the health and well-being of the individuals we support.

We provide a person centred, support led service to individuals age 15 and over with complex mental health needs and learning disabilities across several small residential care homes in Cardiff and Barry. We adopt a "can do" approach that seeks to enable individuals to meet their full potential and gives them a strong voice with regards to decision making and lifestyle choices.

MAIN OBJECTIVES OF THE POST -

Leadership:

- Provide leadership to the team, acting as a positive role model at all times for both staff and residents.
- Develop your own skills and abilities through training and on the job experience and disseminate your experience and knowledge to the staff team.
- Manage rotas on a daily basis, overseeing the ongoing day to day organisation and smooth running of the home.
- Allocate work to staff, agreeing objectives and work plans, assessing performance and giving appropriate feedback to staff and management.
- Oversee, support and mentor staff members, identifying any training needs and ensuring they are following individuals' care and support plans in line with company policies and procedures.
- Carry out delegated HR related tasks, including supervisions and return to work interviews following sickness absence.
- Deputise as required in the absence of the care home manager.
- Ensure there is adherence to company policies, procedure and guidelines as well as regulatory and statutory obligations.

Care and support duties

- Provide relevant support, practical help, and personal care to individuals in accordance with their needs and care plans.
- Ensure the holistic needs of each individual are met using a person centred approach.
- Deal appropriately with any challenging behaviour, record and monitor it and actively look for solutions.

- Observe and promote individuals' choice, independence, dignity and privacy, and support them to ensure they achieve their goals.
- Liaise and form professional working relationships with individuals' family members, health care professionals and other external bodies to ensure the continued health and well-being of those in our care.
- Administer medication as prescribed and in accordance with company policy.
- Participate in the assessment, development, implementation and review of individuals' care plans, risk assessments, management guidelines and other documentation and ensure that individuals' files are updated and accurately maintained.

General Duties

- Maintain accurate records
- Participate in training, meetings and contribute to the overall company policy, direction and methods of working by taking part in company strategy days, workshops and team events.
- Comply with health and safety procedures in the performance of your duties.
- Behave at all times in accordance with the company's ethos and values, leading by example.

This job description is not exhaustive and there may be times you will be required to undertake other duties in order to meet the needs of the people living in the home or the service.

Benefits

- Competitive Salary
- Extensive training programme
- Support for Personal Development Plan
- Free Meals
- Contributory Pension Scheme (up to 5%)
- 28 days holiday per annum(includes bank holidays)rising after 2 years service.

EQUAL OPPORTUNITIES STATEMENT

It is the aim of Gofal Cymru Care to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, religion, marital status, sexuality, age or disability and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. We expect all employees to comply with Gofal Cymru Care's equal opportunities policy.

Please see next page for person specification

**Care Support Team Leader
SELECTION CRITERIA**

	Essential	Desirable	How Assessed
TRAINING AND QUALIFICATIONS	<ul style="list-style-type: none"> • A QCF/NVQ Level 3 qualification with willingness to work towards Level 5. • Prepared to attend job related training as identified by line management • Evidence of having undergone mandatory training. 	<ul style="list-style-type: none"> • NVQ/QCF Level 5 • IOSH managing / leading safely qualification or willingness to work towards it, 	Application Form / QCF/NVQ certificates / Interview
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of two years experience working in a care home setting. • Previous experience in a leadership / supervisory role. • Experience of mentoring staff and providing them with a good role model. • Experience of working with people with learning disabilities, autism, and/or mental health problems with challenging behaviour. • Experience of working with children / young adults in a care role. • Experience of dealing with health care professionals and external agencies as part of a multi-disciplinary team. 	<ul style="list-style-type: none"> • Experience of managing rotas • Familiarity with Boots medication systems. • Understanding of internal audit process in relation to medication, service users' care, HR compliance, etc. 	Application Form / interview / references
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Knowledge in the field of learning disabilities and / or mental health. • Working knowledge of safeguarding issues, especially around children. • Excellent communication skills both written and oral. Good numeracy, literacy and IT skills. Able to produce clear and accurate reports. • Understanding of the requirements of Care Standards and the changes under RISCA. • Strong leadership skills and organisational ability. Able to use own initiative as part of a team. • Be of a caring nature able to support residents in a patient but firm manner. • Knowledge and understanding of the Positive Behaviour Support and Positive Behaviour Management Model within a residential setting 	<ul style="list-style-type: none"> • Experience of carrying out needs assessments and risk assessments. • Experience of drawing up management plans for individuals. 	Application Form / interview / references
OTHER	<ul style="list-style-type: none"> • Physically fit to meet demands of the post • Must be a minimum of 21 years of age • Able to work flexibly within the rota system to include evenings, week-ends, bank holidays, on call, overnight wake-in and sleep-in, duties. • Enthusiastic and self-motivated 	<ul style="list-style-type: none"> • Full UK Car Driving Licence 	Application Form / interview / references

--	--	--	--