



N NOTARO HOMES LTD

JOB DESCRIPTION

Job Title: Team Leader ~ Mental Health Unit

Responsible to: Deputy Manager

Accountable to: Home Manager

Job Summary:

To work under the direct supervision of the Deputy Manager.

Provide a role model for all other staff working within the Home.

Create an open, positive and inclusive atmosphere. Demonstrate strong positive ideas about professional practice and development and promote the rights of the service users (particularly privacy, dignity, independence, choice and self fulfilment) whilst adhering to National Minimum Standards, and all relevant legislative requirements.

Liaise closely with, and build a sound professional working relationship, all other professionals e.g. Doctors, Social workers, Registration and Inspection Officers etc. who visit the Home.

To undertake the supervision and induction of the support staff and new members of support staff.

To assist in the daily support / care of each individual client in line with their written plan of care in a person centred way.

To attend training courses in line with your personal development.

Principle responsibilities:

- To motivate staff within the home
- To take part in the assessment, planning, implementation and evaluation of all care and support delivered to service users.
- To assist, as requested, in all home audits and reviews.
- To continuously seek out ways of developing the service provided to the clients.
- To monitor and audit all medications/the administration of all medications and, where necessary, order as required
- To promote high standards of record keeping.
- To ensure that all staff are aware of the importance of maintaining confidentiality with regards to service users and their records, and other sensitive information regarding N Notaro Homes Ltd business.
- To be responsible for service user safety within the unit ensuring risk assessments are completed as required and evaluated regularly.
- To ensure staff maintain the unit to a high standard, in line with Company policy cleaning schedules.
- To attend multidisciplinary reviews as required.
- To monitor dietary intake for all service users and to liaise with other care professionals to ensure service user's needs are met.
- To support the Home Manager in all areas of management within the Home as required, including being 'on call' for the home at weekends on a rota basis.
- To familiarise with and follow company policies and procedures
- To abide by the employment hand book policies
- To promote good team work practices
- To carry out the correct use of equipment and report any faults
- To report any incidents and accidents
- To report any concerns or observations regarding any matter concerning the comfort and welfare of our service users promptly abiding by safeguarding vulnerable adults guidelines
- To assure the safe custody of residents' valuables and property
- To respect the dignity and privacy of residents at ALL times

- To continually observe residents and offer any ongoing reassurance, social care and support required to allay any apprehensions relating to their individual needs, appearing sympathetic and allowing the appropriate time needed
- To support care staff / new members of staff, and offer ongoing training and supervision, thus encouraging them to carry out their daily duties to the best of their abilities
- To promote anti - discriminatory practice and promote equality and diversity throughout your work.
- To help create a safe, comfortable and homely environment for the residents to live and to receive any individual treatments

- To be aware of the individual rights, opinions and values of each of the residents
- To support clients in their every day living as documented in their care plan.
- To assist in the rehabilitation of the individual residents as documented in their care plan or as instructed by the Deputy Manager or any other professional e.g. GP; OT, Community Link Nurse
- To be responsible for keeping observations up to date and making sure all the relevant information is recorded clearly and accurately.
- To review and update your 'key' care plans at least monthly ensuring current care needs are reflected.
- To ensure all care staff understand each individual residents' needs in line with their care plans
- To arrange 1:1 supervision sessions with your 'Key' care staff at least 6 times per year under the direction of the Deputy Manager.

Essential Criteria

- Experience within a relevant care support setting and show evidence of being up to date with current legislation, mandatory requirements.
- An ability to communicate a clear sense of direction and leadership
- Experience in a relevant care setting within the past 5 years would be preferred but not essential.
- Is qualified to NVQ Level 3 and willing to undertake level 4 at their own or company's expense, in Health and Social Care and Leadership or its equivalent.
- Evidence of having undertaken periodic training to update his/her knowledge, skills and competence.

Purpose of role:

To provide all necessary support to our service users enabling them to live an active and fulfilled life, whilst promoting a happy and friendly environment, incorporating N Notaro Homes Ltd ethos, set within the company aims and objectives, company policies and procedures and whilst adhering to CQC (nee CSCI) regulations/legislations and guidelines.

This is not intended to be an exhaustive description of duties and responsibilities and may be amended following consultation with the post holder

I acknowledge receipt of the above job description and will familiarise myself with it and abide by its expectations

Name:.....

Signature:.....

Date:

When signed please return to the Home Administrator.
One copy will be retained in your personnel file and the other is for your personal reference.