

**GLASGOW EAST END COMMUNITY CARERS**

**TEAM LEADER – JOB DESCRIPTION**

Job Title: Team Leader

Responsible to: Home Care Manager

Hours: 35 per week

Salary: £20,420 pa, plus on call allowance

Annual Leave: 37 days (inclusive of 12 days public holidays)

**FUNCTION**

* work as a member of the senior team providing care and support for service users;
* plan safe working practices for the home care team;
* provide leadership, instruction and supervision for a team of care workers;
* supervise the delivery of care, and prepare detailed care plans, ensuring that they meet the individual needs of the service users, and that the quality of care meets the highest standards.

### DUTIES

1. Carry out initial visits to service users to produce detailed service user plans and monitor and review those plans on a regular basis and as services users’ needs change.

2. Complete community-based assessments and reviews for carers requesting or referred for home care support.

3. Assist with arranging appropriate packages of care in line with individual needs and monitor and review the quality and appropriateness of care provided.

4. Monitor the service to service users according to Care Standards ensuring regular feedback of appropriate information to the Home Care Manager, thus ensuring the safety and well being of the service user and workers involved.

5. Carry out detailed risk assessments and moving and handling risk assessments to minimise the areas of risk to service users, workers, service providers and the general public, and carry out regular reviews, ensuring information is shared with relevant parties.

6. Have a working knowledge of the software package in use, assisting to ensure service users’ bookings are covered on time as specified.

7. Deliver ongoing local formal and practical training to all team members to include specific topics as required by the Care Commission and keep accurate and up to date records as evidence of all training undertaken.

8. Supervise and monitor each member of the team and take appropriate action as required.

9. Monitor the care workers as required in order to maintain personal skills in delivering home care / community support.

10. Maintain and monitor record keeping in relation to attendance of care workers, service users’ care plans, risk assessments etc.

11. Undertake the duties of Team Leader as required in order to maintain personal skills in delivering home care / community support.

12. Participate in the Out of Hours System to support workers and service outside of regular office hours.

13. Participate in such team, multi-agency meetings and other meetings as are relevant to the post.

14. Maintain open effective communication channels within the Home Care Service and with other agencies.

15. Attend training courses as required and maintain own professional development and competency.

16. Work at all times within current Glasgow East End Community Carers’ policies and procedures.

17. Work at all times in accordance with the National Care Standards.

18. Have knowledge of and work at all times within the requirements of Health and Safety regulations.

19. Maintain confidentiality of information acquired in the course of undertaking duties with the company.

20. Undertake any other tasks as may be reasonably requested.