

## JOB DESCRIPTION

### TEAM LEADER NIGHTS

<b>Job Title</b>	Team Leader Nights
<b>Responsible to</b>	House/Flat Manager, Registered Manager
<b>Responsible for</b>	Life Skills Instructors Nights/Practitioner Nights
<b>Key Internal Contacts</b>	Other staff within the care team Staff in other departments within the Centre Staff in other Centres in the Region Central Office Staff
<b>Key External Contacts</b>	Service User relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services – Statutory, Voluntary and Community Neighbours

### JOB PURPOSE

To lead, supervise and motivate the night care team and provide waking night cover to maintain a high quality of care and support to Service Users in accordance with Company policies, procedures and practices and the standards set by the Regulatory Body.

### KEY TASK AREAS AND RESPONSIBILITIES

#### Service Users (as defined by the service e.g. Young People / Young Adult)

- Participate in the rota for care of Service Users as part of the care team and undertake tasks including:
  - Personal care
  - Organises and participates in appropriate activities for Service Users
  - Domestic duties including laundry
  - Cooking and shopping
  - Transporting Service Users to appointments, activities when required
- Support and supervise the Service Users in the implementation of an individual programme of life, skills, key skills and independence skills in their flat
- Support and supervise Service Users within the House/Flat in accordance with their personal/pathway plans and the policies, procedures and practices of the Home
- React to the needs of Service Users through the night, in the event of an emergency summon assistance as necessary
- Safeguard all Service Users within the Home and ensure their safety and wellbeing
- Administers medication in accordance with standards set by the Regulatory Body and the policies and procedures of the home
- Oversee and ensure that all staff are effectively managing challenging behaviour, enabling service users to develop from a position of needing external control, toward self control
- Ensure that accurate and appropriate entries are made in Service Users records and report books as necessary, strictly in accordance with Company and local policies and procedures

- Supervise and support staff with recording and reporting Service User information
- Ensure that appropriate activities are organised and participated in and that they enable Service Users to take part in a wide variety of activities
- Work with the team and managers to ensure that referrals and applications are made as and when necessary and within the set time frames e.g. POVA, Deprivation of Liberty
- Monitor and ensure that all Service User's personal financial transactions are recorded and administered in accordance with individual placement agreement, and Company and Regulatory Body policies and procedures as required
- Ensure that all the relevant personal/pathway plans for Service Users are in place, accurate, up to date and are adhered to by staff
- Work positively and effectively with relatives, advocates and others involved with Service Users
- Liaise with staff from other departments to provide a consistent approach to all aspects of Service User care

### **Staff**

- Undertake agreed delegated management responsibilities on an ongoing basis, in support of the Line Manager, for example supervisions, annual appraisals, probation reviews and return to work meetings
- Lead and supervise the staff on shift to ensure they carry out their duties and behave appropriately at all times
- Report issues that have arisen in the night promptly to the Registered Manager/House/Flat Manager
- Ensure staff follow Company policies and procedures at all times and feed back as and when necessary
- Support all staff and ensure their safety and well being
- Ensure and/or undertake verbal debriefs with staff as required and necessary and ensure relevant paperwork is completed
- Effectively hand over to other staff and teams as required
- Issue money as required and ensure amounts balance with cash held at the end of the shift and weekly cash returns are undertaken
- Delegate responsibilities, work and tasks based on competence of staff and needs of the Company and review in order to promote teamwork and communication
- Ensure any areas of insufficient staff are reported to the relevant manager and that cover is provided to meet shortfalls
- Assist in the training and ongoing development of staff
- Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies

### **General**

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person

- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

## PERSON SPECIFICATION

### TEAM LEADER NIGHTS

	Essential	Desirable
<b>Experience</b>		
Relevant experience of working with children/adults with autistic spectrum disorders and/or challenging behaviour	✓	
Experience of working within an educational/residential setting	✓	
Experience at management level in an educational/residential setting		✓
Experience of supervising and appraising staff		✓
<b>Skills, Knowledge and Aptitudes</b>		
Ability to work independently and as part of a team	✓	
Effective leadership skills		✓
Ability to motivate a team and individuals	✓	
Effective communication skills, verbal and written	✓	
Good IT skills	✓	
Good organisational and time management skills	✓	
<b>Qualifications and Training</b>		
<b>Children Services</b>		
Level 3 Diploma for Residential Childcare (England) <b>OR</b> Level 3 Diploma in Health & Social Care (Children and Young People) (Wales) <b>OR</b> equivalent	✓	
<b>Adult Services</b>		
Level 2 Diploma in Health & Social Care <b>OR</b> equivalent	✓	
Willingness to work forwards further qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
<b>Other</b>		
Commitment to the values of the organisation	✓	
Driving licence	✓	