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| **Abbeyfield Ferring Society** | **JOB DESCRIPTION** |
| **Job Title** | Care Team Leader |
| **Unit** | Support at Home |
| **Responsible To** | Rota and Care Team Lead |
| **Responsible For** | Care Team |
| **Salary** | £11.50per hour, |
| **Hours of Work** | 35 hours per week to work flexibly over 7 days. |
| **Role Category** | Frontline Leader |

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| **Job Requirements** | |
| **Essential** | * Previous experience relevant to the role that reflects the responsibility needed * Qualification in care to at least level 3 NVQ or work towards achieving this. * Experience of leading a team. * Experience of working with and auditing Medication Administration Records (MAR charts) * Good communication skills and use of IT * An understanding of CQC regulations around Domiciliary Care * Experience of providing and assisting in personal care * Current driving licence and use of a car * Flexible hours to suit role * Ability to cope under pressure and prioritise workload. * Satisfactory DBS Check |
| **Desirable** | * Training Qualification * Knowledge of local catchment area * Understanding of Health and Safety |

# Job Purpose

To work under the direction of the Registered Manager and the Rota and Care Lead to support a team of community support workers in accordance with the needs of the clients while focusing on delivering a good quality person-centered service for those client’s in line with legislative, regulatory and the Abbeyfield Ferring Society standards.

To promote in a positive and professional manner the image of Abbeyfield Ferring Society.

**Main Duties**

* To support the Rota and Care Lead in upholding the ethos and standards of the Support at Home Service by providing a quality service with a team of trustworthy, well trained and reliable carers and support staff.
* To ensure all CQC regulations are met and all relevant policies and procedures are followed at all times.
* To assist with training and induction of new employees and to assist in facilitating ongoing training for the team.
* To regularly review and monitor the service provided and report any concerns or issues to the Registered Manager, ensuring the Society’s standards are met at all times.
* To support the Care Team during working hours and to participate in the ‘on call’ out of hours system once per month for a set period of 7 running days, which include a weekend.
* To attend required training for the role, and to ensure that yourself and the Care Team has all mandatory training needs up-to-date
* To carry out care calls as and when required as discussed and agreed with the Rota and Care Lead.
* To assist with procedures in the administration office as directed by the Reregistered Manager and Rota and Care Lead.
* To assist the Rota and Care Lead in providing supervision for care staff, as required and feedback this back to the Registered Manager.
* To review client care plans, care assessments and risk assessments and carry our spot checks on staff and to feed back any findings to the Registered Manager.
* To promote and market the service within the local community and with Health and Social care practitioners.
* To take a positive approach to clients including the investigation and response to concerns and complaints when appropriate and in representing a professional image Abbeyfield Ferring Society

**Health and Safety**

As an employee you have a responsibility under the Health and Safety at Work Act 1974 to:

1. Take reasonable care of yourself and others at work
2. Co-operate with Abbeyfield Ferring Society to ensure the laws relating to health and safety are not broken.
3. Report any problems or concerns about health and safety to the Service Manager, Chief Operations Officer or a member of the Board of Trustees.

**Equal Opportunities**

Abbeyfield Ferring Society is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

**Confidentiality**

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his/her duties.

**Scope of Job Description**

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

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| **Signature** |  |
| **Name** |  |
| **Date** |  |

**ABBEYFIELD FERRING SOCIETY ROLES SPECIFICATION**

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| **Leadership Levels** | |
| **Frontline Worker** | Applies to all staff without a direct supervisory or management responsibility working directly with or for the users of our services or within a support function. For example housekeeping assistant, care workers, support workers and administrators |
| **Frontline Leadership** | Applies to all staff with a supervisory responsibility working directly with or for the users of our services or work without direct supervision within a support function. For example, senior care assistants, senior support workers, head cook, deputy managers |
| **Operational Leadership** | Applies to all staff with direct line management responsibility for a service, a defined group of staff and/or for a support function. For example registered managers, service managers, office managers. |
| **Strategic Leadership** | Applies to all senior managers with responsibility for the strategic direction and operational management of Abbeyfield Ferring Society. For example, Chief Operations Officer and Trustees |