

**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Team Leader – (Night awake) | Twisel Lodge19A Church Avenue Holywood BT18 9BJ  |
| **Accountable to** |
| Registered Manager  |
| **Purpose of the Job** |
| ‘Twisel Lodge’ in Holywood Co. Down, is a residential home, registered with RQIA to provide services for 8 adults who have Learning Disabilities and associated complex needs.For most of our residents Twisel Lodge is their home however as part of the eight-person service, we also provide a ‘respite’ facility through which adults with learning disabilities can come and stay with us for a break. This service provides an opportunity for the main carers to get a break from caring duties and enables them to refresh and to be able to continue their caring role. As part of the caring team, you will help create and maintain a caring and safe environment where the personal care and social needs of the residents are fulfilled."The team leader will support the Registered Manager to develop and implement personalised care plans and individual risk assessments to meet individual needs. They will support the Registered Manager to ensure the delivery of quality care. The role requires participation in the delivery of person-centred care, including personal care and promotion of a team approach at all times with positive and constructive working relationships for the benefit of the service user. Team leaders will also support with the management of budgets and resources effectively. The team leader will mentor and supervise the team of care assistants. Team leaders must be available to work flexibly and be available to work unsociable hours and public holidays on a rotational basis.  |
| **Salary/ Hourly Rate** | **Hours of Work** |
| £13.74 per hour Enhanced rate of pay for additional hours | Full-Time - 36 hrs and 45 mins per week (3 x 12 hrs and 15 mins per week)Part-Time - 24 hrs and 30 mins per week (2 x 12 hrs and 15 mins per week)Flexibility is required to ensure the needs of the service are met. Team Leaders must be available to work unsociable hours and on public holidays on a rotational basis. Working patterns can be discussed further at interview stage.  |
| **Closing Date** | **Length of Contract** |
| 28TH April 2025 @ 10am  | Permanent  |
| **Our Benefits** |
| **We are currently offering a Welcome Bonus up to £250 (pro rata): The bonus will be £100 on successful completion of 6 months’ service and a further £150 on the first anniversary totalling £250.*** Annual Leave 6.4 weeks in each leave year (inclusive of public and bank holidays). This increases with length of service, up to 33 days per year.
* Paid breaks
* Parking
* Free tea and coffee
* Paid annual NISCC registration fees
* Commitment to development of employees through paid training and learning opportunities, including QCF qualifications.
* Auto-enrolment pension scheme, 5% employee contribution and 3% employer contribution
* Occupational Sick Pay (20 days full pay after 2 years’ service)
* Employee Assistance Programme including access to 24/7 Doctors support
* Health Cashback Scheme
* Special offers at over 600 leading high street and online retailers
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| **Our Vision, Mission and Values** |
| **Our Vision** is an inclusive society for all.**Our Mission** Empower adults with learning disabilities to live fulfilling lives within the local community. **Our Values** are Collaboration, Equality, Dignity, Achievement, Resilience. |

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| **Key Duties and Responsibilities** |
| **The Job*** Delegating care tasks as per service user requirements and ensuring that these are carried out to the acceptable standards.
* Ensure staff provide support that follows service user’s care plans.
* Managing staff team to ensure the health safety and wellbeing of service users, staff and others
* Fulfilling the role of the person in charge of a shift in the absence of Deputy manager/ Registered Manager.
* Ensure that all service users are supported as individuals
* To be competent in all areas of practice and ensure that knowledge is current, and evidence based
* Provide support, direction and supervision to the support workers and act as a role model at all times.
* Take the lead on ensuring all care assistants are competent and report any concerns to the line manager.
* Ensure that service user person centred plans are maintained in line with the Cedar Foundation, record Keeping principles and guide care assistants on how to maintain a high standard of such.
* Act as an advocate for service users’ putting their best interests first and foremost whilst ensuring the health and safety of all who receive and deliver services.
* Demonstrate a caring attitude always for both service users and colleagues.

**Internal Processes*** Lead the shift and support staff to follow service users care plans.
* Ensure a well led service and promote positive team working at all times.
* Address any service, staff related or service user issues in a timely manner in adherence with the Cedar Foundation policy and procedures.
* Effectively report on any deficits within rotas that could impact negatively on the operational running of the service.
* Ensure documentation is recorded accurately and appropriately in compliance with the Cedar Foundation’s requirements and that records made, and personal information used are in compliance with the Data Protection Act and GDPR Requirements.
* Develop the staff team in contributing to the writing, implementing and reviewing of care plans which reflect the interests and wishes of the individual service user.
* Ensure budgetary compliance in relation to use of resources for example, the delivery of commissioned hours, use of agency staff, management of petty cash and service resources.

**Service Users*** Support service users through their process of transition and take on key working responsibilities.
* Get to know service users, their needs and interests.
* Overall responsibility for the day to day running of the service.
* Lead and support the staff team to assist and encourage service users to make decisions based upon informed choice, recognising their responsibilities and increase independence.
* Assist service users with personal care and support tasks, such as washing, dressing, eating and using the toilet whilst maximising their independence.
* Lead / oversee the implementation and evaluation of Care Plans and assessment by the staff team and review in order to address identified need.
* Work with colleagues and other health and social care professionals to provide individual care plans.
* Observe, monitor and record service user’s physical and emotional well-being and promptly report any changes to the Registered Manager.
* Be fully involved with statutory multidisciplinary teams and assist with assessment and review of service users’ needs.
* Assist in the safe moving and handling, transferring and repositioning of service users if required.
* Promote and support relationships which enable individuals to integrate into the life of the local community.
* Work directly with service users in planning their holidays or short breaks and to accompany them as appropriate.
* Assisting service users’ to establish, maintain and retain relationships with families, carers and significant others
* To support service users with nutritional needs as per care plan i.e. following SALT recommendations.
* To administer prescribed medication in accordance with the Cedar Foundation’s Medication Procedure.
* Record and report any Adverse Incidents/Accidents and potential or actual safeguarding concerns immediately to Registered Manager
* Encourage service users’ opinions and suggestions to be listened to and their personal matters dealt with in a sensitive manner
* Take responsibility for receiving and receipt of all service user monies and monitoring petty cash expenditure.
* To undertake driving duties as and when required which will enable the service users to attend their chosen work placements/day care and recreational activities.
* To work in partnership with staff within Twisel Lodge and external agencies to ensure delivery of a holistic service.

**Administrative Tasks*** Ensure daily records of care provided are maintained within service user files and maintain all other records as required.
* Ensure effective communication systems are maintained
* Report any changes in, or concerns about, individual service users to the Registered Manager.
* Have responsibility for the accuracy, security and confidentiality of service user records
* Ensure unusual, complex or difficult situations are addressed and reported, referring to Registered Manager at all times
* Ensure all RQIA and other regulatory standards are adhered to and support all staff members through the inspection process.
* To follow The Cedar Foundation’s Service User Finance Policy and Procedure at all times
* Support individual service users’ to manage their finances as per their finance plan
* Take responsibility for receiving and receipting all service user monies
* Take responsibility for receiving and receipting any allocated petty cash expenditure
* To attend meetings as required e.g. staff meetings, service user reviews, etc.
* To participate in all internal and external training opportunities as required.
* To participate in individual/group coaching and development.

**Health and Safety** * Be involved in the support of new or less experienced staff undertaking similar duties.
* Work in a way that meets the statutory requirements of employees under Health and Safety at Work.
* Be aware of and act in accordance with the Health and Safety Policy
* Conduct all activities in a manner which is safe to themselves and others
* Report the repairs or maintenance concerns or issues in the accommodation to the appropriate individual
* Participate in cleaning tasks to ensure standards are maintained.
* Complete security checks in conjunction with service users and during the span of their working hours

**General*** To undertake all mandatory training as required.
* To take the lead role in the induction process of new staff
* To provide leadership to the team acting as a positive role model at all times
* To provide direct supervision to care assistants and coach and mentor staff
* Identify staff learning and development requirements based upon supervision and direct observation of individual staff member
* Take part in personal development as agreed through line manager and personal development plans
* Carry out other duties appropriate with the post
* To adhere to the Northern Ireland Social Care Standards of Conduct and Practice as well as meeting minimum standards of the Regulation Quality and Improvement Authority.
* To work within statutory and organisational Policies and Procedures.
* To carry out all duties and responsibilities in a respectful manner.
* Successful Registration with N. Ireland Social Care Council within 6 months of employment and with a commitment to retain and maintain registration throughout the duration of employment.
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*This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services.*

*This recruitment campaign will retain a reserve list for similar posts including fixed term, permanent, full time and part time.*

*The Cedar Foundation is an Equal Opportunity Employer.*

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**PERSONAL SPECIFICATION**

***CRITERIA –*** *all applicants MUST be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.*

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| **Essential Criteria** |
| **Criteria** | **Assessment** |
| 1. | Professional qualification for example:* Professional Social Work qualification and be registered or eligible for registration on appointment on the NISCC’s register
* A first level registered nurse on the appropriate part of the Nursing and Midwifery Council
* A qualified Occupational Therapist registered with the HCPC

**OR** * A relevant Degree i.e.  Psychology, Social Care AND be registered or eligible for registration on appointment on the NISCC’s register.

**OR** A level 3 Health and Social Care qualification or equivalent AND be registered or eligible for registration on appointment on the NISCC’s register. | Application Form/ Interview |
| 2. | Two years previous experience in a social care setting providing support/care. | Application Form/ Interview |
| 3. | Experience of supervising staff and co-ordinating provision of personal care and support. | Application Form/ Interview |
| 4. | Working knowledge of the needs of people with learning and physical disabilities. | Application Form/ Interview |
| 5. | High level of competency in IT to include Microsoft Office packages. | Application Form/ Interview |

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| **Desirable Criteria** |
| **Criteria** | **Assessment** |  |
| 1. | Professional qualification in Social work, Nursing or Allied Health Professional qualification All applicants must be registered, or eligible to register at the time of appointment, on the appropriate part of their professional register (NISCC, NMC, HCPC) | Application Form/ Interview |  |
| 2. | RQF Health & Social care or willing to attain  | Application Form/ Interview |  |
| 3. | Can demonstrate previous experience of working in Residential Context | Application Form/ Interview |  |
| 4. | Experience of supervising/coaching staff and co-ordinating provision of support and personal care | Application Form/ Interview |  |

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| **Values Competency** |
| **Criteria** | **Assessment** |
| 1.  | **Collaborative** working and the ability to work in a team to deliver our vision and strategic aims |  Interview / Probationary |
| 2. | Commitment to building a community that recognises **Equality** and **Diversity**  | Interview / Probationary |
| 3. | Ability to support service users to **Achieve** their full potential | Interview / Probationary |
| 4. | Committed to ensuring the provision of high quality person centred services. | Interview / Probationary |
| 5.  | Demonstrating **Resilience** to meet the objectives of the job | Interview/ Probationary |
| **Conditions of Employment** |
| **Requirement** | **Assessment** |
| 1. | The right to work in the UK | Provide original right to work documentation |
| 2.  | Provide 2 satisfactory references, one being from the most recent employer | Give the name and contact details of relevant referees and contact the referees to inform them that they will be contacted by us. |
| 3.  | Successful applicants will be required to go through an enhanced Access NI check | Apply for an Access NI check online and provide the relevant ID without delay. |
| 4. | Able to fulfil the Occupational Health requirements for the post | Complete and return the Medical Questionnaire and attend an Occupational Health Assessment, if required. |
| 5.  | Registration with the Northern Ireland Social Care Council (NISCC) within 6 months of employment. *(Payment of NISCC registration fee will be reimbursed by Croft Communities)* | If you have worked in the care sector previously you must provide evidence of NISCC registration relevant to role. If your registration has lapsed you must renew before or on your first day of induction.OrIf you are new to the care sector you must register with NISCC within 6 months of your start date. |
| 6. | Team leaders are required to work on a rota basis to include unsociable hours, weekends and public holidays | Interview |

# **THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**