

## **1. JOB DESCRIPTION**

|     |                |                         |
|-----|----------------|-------------------------|
| 1.1 | TITLE          | Social Club Team Leader |
| 1.2 | EMPLOYED BY    | Crossroads              |
| 1.3 | RESPONSIBLE TO | Care Coordinators       |
| 1.4 | STAFF MANAGED  | Social Club Team        |

## **2. OVERALL PURPOSE OF POST**

- 2.1 To provide support (including emotional support), and assistance to carers and people with care needs within a social setting. This will involve the provision of personal and social care, respecting confidentiality at all times within an equal opportunities' framework.
- 2.2 To lead, support and supervise the team of Care Practitioners who work in Social Club, delegating activities, roles and responsibilities as necessary

## **3. PRINCIPAL DUTIES AND RESPONSIBILITIES**

- 3.1 To undertake the tasks specified in the care plan which may include the following personal and social care tasks:
  - 3.1.1 Assist with management of continence of bladder and bowel
  - 3.1.2 Assist with all aspects of personal hygiene
  - 3.1.3 Assist with dressing and undressing
  - 3.1.4 Assist with mobility and transfers
  - 3.1.5 Assist with feeding
  - 3.1.6 Administration of medication
  - 3.1.7 Assist with therapeutic programmes for rehabilitation and development as agreed with appropriate clinical professionals
  - 3.1.8 Ensuring a safe environment for those who need constant supervision and help in accordance with Crossroads policies e.g. Health & Safety Policy and Behaviour Management Policy
  - 3.1.9 Planning and supporting the staff team and service users to access community based activities
  - 3.1.10 Assist with appliances (hearing aids, spectacles, artificial limbs, leg callipers)
  - 3.1.11 Summoning emergency services if necessary
  - 3.1.12 Provision of emotional support to the person with care needs and their carer(s) as part of the caring team
- 3.2 To undertake specialised care tasks as detailed in service users care plans.
- 3.3 To supervise the Social Club team and take part in arranging and delivering suitable social club activities.
- 3.4 To maintain accurate records as directed by the Care Coordinator and to keep daily administrative records.
- 3.5 Facilitate handovers as service users enter and leave Social Club.
- 3.6 Plan and support the Care Coordinator to manage PCP and review meetings for service users attending Social Club.
- 3.7 Report and communicate matters of concern to the Care Coordinator.

- 3.8 Support care practitioners to learn and develop care skills and competencies.
- 3.9 To participate in supervision, appraisal and training sessions to ensure that standards are constantly maintained.
- 3.10 To liaise with Care Coordinator in matters relating to the smooth running of Social Club.
- 3.11 To work and ensure all staff work in a confidential manner concerning families and organisational matters.
- 3.12 To respect and ensure all staff respect the personal choice of lifestyles of colleagues and people with care needs, ensuring that the Equal Opportunities principles are applied at all times.
- 3.13 To work as part of a committed, enthusiastic and dedicated team.
- 3.14 To comply with Crossroads policies and procedures and the IOM Safeguarding Board procedures.
- 3.15 To undertake any other duties commensurate with the grade and level of responsibility of the post, for which the post holder has the necessary experience and/or training.

#### **4. RESTRICTIONS TO DUTIES**

- 4.1 Team Leader training in Administration of medication is essential.

## PERSON SPECIFICATION

| Skills and Experience                                                                                    | D = Desirable<br>E = Essential |
|----------------------------------------------------------------------------------------------------------|--------------------------------|
| D1 903 category on driving licence or willingness to undertake D1 driving test for minibus               | E                              |
| Minimum of 2 years experience in working with adults with disabilities                                   | E                              |
| Team leading and motivational skills                                                                     | E                              |
| Good communication skills                                                                                | E                              |
| Ability to conduct yourself in a punctual, honest and reliable manner                                    | E                              |
| Ability to work in a confidential manner                                                                 | E                              |
| Ability to follow guidelines and procedures laid down by the organisation and current legislation        | E                              |
| Clean driving licence and use of a car                                                                   | E                              |
| Ability to work flexible hours                                                                           | D                              |
| Commitment to undertake necessary training                                                               | E                              |
| Experience of providing practical care and support for carers                                            | E                              |
| Current first aid certificate                                                                            | D                              |
| Ability to work with and support the care team                                                           | E                              |
| Knowledge of carers' needs and the issues affecting them                                                 | E                              |
| Willingness to be involved with fundraising projects that may involve weekend or evening commitment      | E                              |
| Qualification in Health & Social Care Level 3 or equivalent & appropriate length of practical experience | E                              |