

## **JOB DESCRIPTION**

**POST TITLE:** Team Lead  
**DEPARTMENT:** Children's and Adult's Services  
**SERVICE:** Orient Street Short Breaks  
**GRADE:** 9  
**RESPONSIBLE TO:** Manager/Deputy Manager

### **Purpose of Job**

To be a Team Lead within Orient Street Residential Respite Unit, which supports children, young people and adults with learning disabilities and autism (and associated physical disabilities).

To provide a safe, caring and stimulating environment, promoting the well being of clients' whilst maximising their opportunities to engage in household and community life.

To support the delivery of a short breaks service that achieves positive outcomes for service users and carers, facilitating maximum independence, dignity, choice and control, through person centred planning and support.

To ensure that work undertaken and services provided reflect the relevant current statements, policies and guidance.

### **Principal Accountabilities**

1. To effectively lead, coordinate and manage care and ancillary staff during a care shift, ensuring care and support is provided which responds flexibly to the needs of the client and the service.
2. Provide necessary information, instruction, supervision and guidance to staff in respect of maintaining service policies, procedures and best practice as required.
3. To work with the Manager/Deputy Manager to monitor individual staff performance and work plans, setting targets, appraisals and providing information to help produce reports.
4. To work with the Manager and/or Deputy Manager to ensure the smooth running of the service and to ensure that appropriate staffing numbers are met on each shift.
5. To ensure that a person centred approach is adopted to meet the identified needs of the individual in accordance with individual care plans.
6. To provide personal care such as washing, bathing, dressing, feeding, toileting assistance to the clients and will undertake manual handling duties as required in accordance with individual care plans.
7. To assist, when required, with domestic duties including cleaning, preparation

of meals, kitchen duties and general home management.

8. To deal with and record medication as required accordance with Southwark's policy in relation to the safe storage, handling and recording of medicines and treatments.
9. To comply with all health and safety and recording requirements as per service needs and as directed by senior staff. To be responsible for the safety and wellbeing of the clients when on duty.
10. To act as a key worker to clients as directed by senior staff, to liaise and maintain communication with carers, and other professionals within the Department and with external agencies.
11. To participate in client care planning, risk assessments, safeguarding, implementing activities, goal setting and reviews.
12. To maintain accurate and timely records (paper and electronic) to support clients' wellbeing and ensure clear handover and communication with colleagues and managers.
13. To undertake outreach work as required.
14. To attend meetings, supervisions, training courses and follow-up refresher courses as required and support the unit out of hours, on a rota basis and To undertake any other duties appropriate to the post and grade.

### **Job Context**

This post is a Team Lead, in residential respite team of care and support workers and reports directly to the Deputy or Manager.

Southwark council is committed to supporting vulnerable adults to achieve independence and social inclusion via personal budgets, self-directed support, and provision of suitable accommodation. The post holder is expected to provide leadership and expert practice across the team to achieve these aims.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed

### **Financial Responsibilities**

The post holder will not have any direct financial responsibilities.

### **Working times**

Contractual hours: 36 per week in accordance with the needs of the service which operates on a rota basis. Shifts can include weekend and overnight work.

The post holder may be required to work outside of normal working hours in accordance with service needs.