

Role Profile for Domiciliary Care Team Leader

Job Title	Domiciliary Care Team Leader
Reports to	Housing and Care Manager
General scope of post	To be responsible for the supervision of the service under direction of the Housing and Care Manager
Key Accountabilities	<ul style="list-style-type: none"> • Manage the day to day running of the domiciliary care service, ensuring standards of care and schedule of visits to clients are maintained, in line with CQC standards. • Ensure accurate, concise and timely records of care given and other administrative documents relating to the provision of care and support. • Supervise and lead the team, managing rotas, communicating to ensure the team are fully conversant with their duties and take appropriate action to remedy any unsatisfactory performance. • Manage any matters pertaining to the maintenance of the building and equipment. • Understand responsibilities in relation to providing care and support, adhering to health and safety, food hygiene, fire precautions and emergency procedures, infection control and emergency aid and other Trust policies. • Ensure the safeguarding of all clients through adherence to relevant legislation, procedures and codes of practice relating to care, health and safety, food hygiene, fire precautions and emergency procedures, infection control and emergency first aid. • Active participation in training to ensure personal development and to build knowledge and competence relative to the role. • Work effectively in a team and support the Housing and Care Manager in caring for and supporting clients. • Take responsibility for identifying and resolving non-compliance or possible improvements including health and safety and other legislative and procedural requirements, through the line manager or Whistle-blowing route. • Provide personal care and household services as personalised for each client in the form a care plan where required. • Provide out of hours emergency assistance.
Number of Direct Report	Between 7-30 depending on size of schemes
Financial Responsibility	This role holds no financial responsibility
Knowledge, skills & Abilities	<p>Must be able to demonstrate literacy and numeracy skills in the English language</p> <p>Basic IT Skills</p> <p>Diploma/NVQ Level 3 in Health and Social Care or equivalent (or willing to work towards)</p> <p>Must complete the Care Certificate within 12 weeks of joining the Trust</p>

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Person Specification

ESSENTIAL	DESIRABLE
<u>Experience</u> Must be able to demonstrate literacy and numeracy skills Computer literate Diploma/NVQ Level 3 in Health and Social Care or equivalent (or willing to work towards) Must complete the Care Certificate within 12 weeks of joining the Trust	
<u>Experience</u> Experience in a domiciliary or residential care setting Ability to undertake day to day operation of care service under direction of Housing and Care Manager	
<u>General Aptitude</u> Proven record in care of the elderly and a desire to provide excellence of care through skilled team management	
<u>Motivation</u> A commitment to providing high quality care standards for older people and to promote equal opportunities and non-discriminatory practice. A commitment to providing domiciliary care services within ECH schemes and the local community. Willingness to travel	
<u>Knowledge</u> Knowledge of relevant care standards, including CQC outcomes and safeguarding principles Understanding of responsibilities under HASW Act, Food hygiene, Infection Control, Risk Assessment, Care plans and reviews	
<u>Specific Skills</u> Ability to work on own initiative Able to liaise with other care/health professionals Supervision skills Excellent communication skills	Interviewing skills Organising and delivering training Driving licence and access to a car or the ability to travel to locations necessary for work purposes