

Jemini Response.

Jemini Place
Ersham Road,
Hailsham BN27 3PN
Tel: 01323 847266

17 & 41 Jerome Close,
Eastbourne
BN23 7QY
Tel: 01323 765030

52, Summerheath Road,
Hailsham,
BN27 3DR
Tel: 01323 847835

OUTLINE OF JOB DESCRIPTION

JOB TITLE:	TIER 5 TEAM LEADER
LOCATION:	As per contract
JEMINI LOCATIONS:	52 Summerheath Road, Hailsham, BN27 3DR Jemini Place, Ersham Road, BN27 3PN 17 Jerome Close, Eastbourne BN23 7QY 41 Jerome Close, Eastbourne BN23 7QY
MAIN PURPOSES OF THE JOB	Responsible for providing flexible support to residents with autism spectrum disorder (ASD), Learning Disabilities and Co morbidities. This role involves various tasks such as assisting with daily activities, promoting individual care plans, supporting residents' wellbeing, and ensuring their participation in leisure and recreational activities.
KEY TASKS	<p><u>SUPPORT</u> Provide a high standard of service within the statutory requirements and Jemini Response's policies and procedures concerning residents, their families, and employees.</p> <p><u>BUILD RELATIONSHIPS</u> Establish and maintain trusting and supportive relationships with the residents and their families. Assist in the admission of new residents and help with necessary paperwork etc. required to enable a smooth transition for said resident.</p> <p><u>PERSONALISED SUPPORT</u> Provide support based on the specific needs, preferences, and circumstances for the resident they are responsible for. Ensure meals are balanced and any dietary needs are met both for health and religious beliefs.</p> <p><u>MONITOR AND REPORTING</u> Observing, reporting and recording on the progress of behaviour and development of residents. Be part of a team checking all paperwork is complete, daily logs read and initialed, incidents are signed off and sent to the relevant bodies.</p> <p><u>MEDICATION ADMINISTRATION</u> Safely administering medication to the residents, following the correct policies and procedures to ensure compliance with medical guidelines.</p>

MEDICATION ORDERING

Ordering and managing of medication supplies, ensuring there is sufficient stock of required medications, and they are stored correctly.

COMMUNICATION

Act as a main point of contact between the residents and other staff, family members, professionals ensuring communication is effective.

LEADERSHIP AND ROLE MODELING

To assist in meeting all standards as required by the registering authorities.

To assist in undertaking disciplinary action on staff when required in line with company procedures.

Complete supervision of staff Bi monthly.

Assist in liaising with Social Workers, Health care professionals, and ensuring all appointments are kept and necessary meetings are attended in the absence of the manager and assist in appropriate contact with resident's families and appropriate individuals.

To act-up for manager when required.

PLANNING AND COORDINATION

Develop and implement care plans, ensuring they are followed and adjusted when needed to meet changing needs

To assist in the recruitment of adequate staff. Ensuring all necessary inductions are undertaken as required by the company and Care standards by making all new staff aware of company policies and procedures and ensuring they have read and understood information on residents.

To ensure smooth running of the shift and at end of shift, checks to be completed ensuring all paperwork has been completed by staff and the house is clean, tidy and ready for next shift.

ADVOCACY

Advocate on behalf of the residents, ensuring their voices are heard and their rights are respected.

SAFEGUARDING

Ensuring the safety and wellbeing of the residents is recognised and responding to any signs of abuse or neglect.

To keep all DOLS up to date including meeting with accessors, completing relevant paperwork and tracking outcomes and progress.

HEALTH AND SAFETY

To assist in ensuring all Health and Safety standards are met, including fire procedures and drills.

	<p>To assist in ensuring the house is kept clean and tidy, including all areas surrounding the property.</p> <p><u>EMOTIONAL SUPPORT</u> Provide emotional support to the residents</p> <p><u>PRACTICAL ASSISTANCE</u> Offer practical support with day-to-day tasks sch as personal care, activities, accessing outside services.</p> <p><u>TRAINING</u> To undertake all training and qualifications as required by the company and Care Quality Commissions.</p> <p><u>PROFESSIONAL DEVELOPMENT</u> Continuously develop your own skills and knowledge through training.</p>
KEY RESULTS/OBJECTIVES	<ol style="list-style-type: none"> 1. Provide Direct Support and Care 2. Develop individual care plans 3. Facilitate communication 4. Promote independence and Empowerment 5. Monitor progress and well-being 6. Advocate for residents 7. Coordinate with other services 8. Maintain professional development 9. Ensure compliance with policies and procedures
RESPONSIBLE FOR STAFF/DUTIES	<p><u>STAFF MANAGEMENT AND SUPERVISION</u> Oversee daily running and ensure staff are performing duties correctly Provide support and guidance to staff addressing any issues or concerns that arise.</p> <p><u>HEALTH AND SAFETY</u> Ensure all staff adhere to health and safety procedures and regulations. Address any health and safety concerns immediately.</p> <p><u>COMMUNICATION</u> Maintain clear and open communication channels with staff. Communicate with other homes to ensure smooth operations. Address any conflicts or issues that arise within the team promptly and effectively.</p> <p><u>COMPLIANCE</u> Ensure all staff comply with Jemini Response’s policies and regulatory requirements Maintain accurate records of staff attendance.</p>
REPORTING TO	Home Manager/Registered Manager

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.