

Praxis Care Job Description

Position, Title & Grade:	Team Leader
Location:	North Dublin
Reporting to:	Scheme Manager
Function/Department:	Operations

Job Purpose/Summary:

The Team Leader is part of the support team whose function is to meet the practical, physical and emotional needs of individuals living in this innovative scheme for adults with intellectual disabilities. Through a key worker system, he/she will also be responsible for the designing of individual programmes of support and co-ordinating the delivery of the package by a group of Support Workers and him/herself.

Key Accountabilities

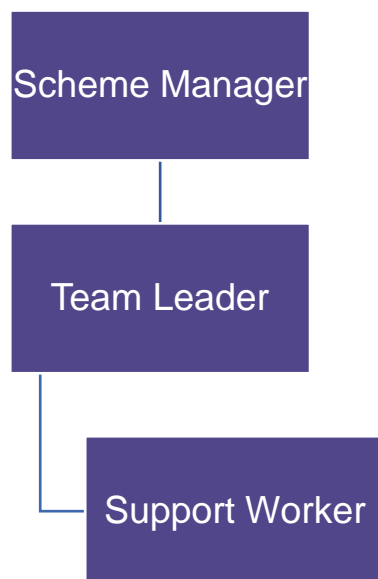
- To ensure that all work within the scheme is participant focused and upholds the principles of respect, privacy, dignity, fulfilment, independence and choice.
- To plan, develop and implement individual and group programmes of support, for example, social and domestic training, personal hygiene and community living skills designed to enhance and maximise the capabilities and independence of the Service Users in the scheme.
- To assess Service Users in a regular and systematic basis through the completion of suitable assessment models. To establish goals on an individual and group basis so as to ensure the effective utilisation of resources by the Service Users i.e. day care, home community, voluntary and statutory agencies.
- To participate in supporting the physical and personal needs of Service Users.
- To ensure that medication is held, stored and administered in accordance with Praxis Care's Medication Policy.
- To intervene appropriately to resolve situations arising out of challenging behaviours/mental health difficulties. This may involve an element of physical risk to the employee. Staff will be fully trained in how to deal with these situations.
- To provide effective leadership, supervision and management to Support Workers and to co-ordinate their input into individual programmes of support.
- To personally contribute towards a happy and therapeutic environment and to the workings of a caring team.
- To keep detailed records of staff with regards to annual leave, time-in-lieu and sick leave. Ensure that adequate records are maintained and necessary reports, including untoward/critical incidents are produced.

Requirements of the Role

- You will be required to participate in the company performance management process.
- To adhere to and model the company values, behaviours and competencies at all times
- To participate when required in formal and informal supervision.
- To carry out all duties of the post in accordance with Praxis rules, regulations and policies
- To carry out additional duties of the role and all other required duties as and when necessary.

The above mentioned duties are not exhaustive and the post holder will be required to carry out other duties as and when necessary. It should be noted that stated duties or location associated with the post may change to meet the future needs of the organisation.

Organisational structure



	Direct/Internal	Indirect/External
Budget	0	0
Staff	Support Worker(s)	0
Liaison & Influence	<ul style="list-style-type: none"> Liaison with Service Users within scheme to provide advice & guidance. Support & Guidance for reporting staff on performance, development. 	<ul style="list-style-type: none"> Liaison with multi-disciplinary teams in relation to updating and needs of Service Users under the care of the post holder Liaison with stakeholders throughout the Organisation

Criteria	Essential	Desirable
Education/Training Qualifications	<p>Professional qualification in Social Work/Applied Social Studies or First or Second Level Nursing or Occupational Therapy AND knowledge of the intellectual disability/autism group</p> <ul style="list-style-type: none"> Candidates with Social Work/Applied Social Studies/Occupational Therapy should be registered with CORU at the time of appointment. Candidates with Nursing Qualifications should be registered with NMBI at the time of appointment. 	

	OR 2 years' paid experience in the intellectual disability/autism field AND at least one of the follow qualifications; <ul style="list-style-type: none"> • Degree in any discipline • Foundation Degree in Health and Social Care Suite • HND in any discipline • QCF/NVQ Level 3 in the Health and Social Care Suite • QQI/FETEC Level 5-8 Major Award in the Health and Social Care Suite • QCF Level 5 Diploma in Leadership and Management in Health and Social Care • AVCE in Health and Social Care 	
Experience		
Skills & Competencies	<ul style="list-style-type: none"> • Excellent communication skills both verbal & written • Report writing skills • Assessment skills • Evaluation skills 	
Attributes	<ul style="list-style-type: none"> • Full valid driving licence on application and access to own transport on appointment. • (If a disability precludes an individual from holding a driver's licence, it should be stated how they can meet the mobility requirement of the post) • Available to work flexibly • Proof of eligibility for permanent employment with Praxis Care in ROI at time of application. 	

Decision Making Authority	Recommendation Types and Levels
<ul style="list-style-type: none"> • Ability to make low-medium level decisions within clearly defined parameters as defined by Team Leader and Manager 	<ul style="list-style-type: none"> • Can put forward suggestions and recommendations to Team Leaders regarding areas of improvements within scheme and also suggestions for variations within service users care plans.