

JOB DESCRIPTION

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| Job Description: | Team Leader |
| Responsible To: | Case Manager |
| Employed by: | Hyphen Law acting as Deputy, on behalf of CCM6299JN |
| Job Summary: | <p>To work with the client in a rehabilitation and support role, enabling them to lead as fulfilling a life as possible, maximising their physical and psychological well-being and safety at all times giving help and assistance with all activities of daily living. (Refer to risk assessment document).</p> |
| About the role: | <p>The client is a young life-loving, and enthusiastic boy with Cerebral Palsy who more than anything enjoys play. The client has a lively personality and a wide range of interests including trains, cars, golf, football, and spending time with his family. He thrives when engaging in leisure activities within the community, and family connection is central to his wellbeing. He lives at home with his mum, dad, and sister on a non-working farm, where his aunt and grandmother also live next door. Their home offers plenty of space, with a large garden and open fields, providing an excellent environment for play, therapy, and shared family life.</p> <p>Although very mobile, he requires support with visual and spatial awareness, as well as strength and balance training, which are ongoing goals within his physiotherapy programme. The client is currently developing his fine motor skills, personal care independence, and speech. Developing toileting skills is a key focus at the moment, and he is working on this through strategies provided by his multi-disciplinary team. The team includes a Speech and Language Therapist, Occupational Therapist, Physiotherapist, and Clinical Psychologist, all of whom integrate their goals through play therapy. Most therapeutic aims are designed to be engaging, active, and fun, requiring a Team Leader who is energetic, adaptable, and able to keep pace with his enthusiasm and physical activity levels. Daily life requires support across a wide range of areas, from school runs and after-school activities to mealtimes, personal care, therapy sessions, and bedtime routines. Developing his speech is an ongoing priority, supported by communication devices as well as verbal practice, with training provided directly by his SLT.</p> |

Physiotherapy goals focus on building strength, coordination, and balance, and the successful candidate will receive full training from the physiotherapist to integrate these into everyday routines and play.

The family are seeking a highly motivated, playful, and proactive Team Leader who will provide consistent supervision and structured support while also ensuring that sessions are joyful, engaging, and tailored to the clients interests.

Requirements:

Confident using IT for email, record-keeping, and completing support worker documentation accurately and on time.

Caring, playful, and patient personality.

Comfortable working independently on a 1:1 basis, while also able to collaborate effectively as part of a wider team, including family members and professionals and other support workers.

Must hold a full driving licence and happy to drive on motorways as required.

Ability to understand, absorb, and consistently implement therapy goals after receiving training and guidance from the multi-disciplinary team (MDT). Ability to plan activities based on such goals and facilitate implementation across the support team.

Strong emotional intelligence, with the ability to remain calm and adaptive in a variety of situations, including managing changes to routine.

Organised and proactive in creating structure while also being flexible enough to follow the child's lead in play and daily life.

Treating therapists have been appointed and initial assessments carried out:

Key Goals:

- To work collaboratively with his therapy team to carry over therapeutic goals into daily life through play and routines.
- To work on a physiotherapy programme under the supervision and guidance of a neuro physiotherapist to build strength balance and coordination including outdoor play, sports and active hobbies. Refer to physio programme and goals.
- To work on an occupational therapist programme under their guidance to increase both physical functional ability and assist with fine motor skill development using appropriate aids and equipment as taught as apart of daily routines. Refer to OT programme and goals.

- To work on speech/communication under the supervision of a speech and language therapist and encourage confidence and development in all communication, though the clients verbal abilities, AAC device and Makaton. Refer to SLT programme and goals.
- To work with a neuro psychologist implementing taught strategies to increase functioning, understanding and learning, overcome cognitive problems any difficult behaviours. Refer to neuro psychologist's goals and strategies for management.
- To plan and engage the client in structured, stimulating activities that reflect interests such as sports, Numberblocks, trains, cars and outdoor exploration. To support recommendations made by the treating therapists.
- To escort the client home from school, to therapy sessions and to drive him on outings (providing you have been accepted under the motor insurance.) It is a requirement that you are able to drive and hold a valid licence at all times. Holidays will be by arrangement.
- Communicate effectively with the client, his family, school and wider support team to ensure joined-up care and consistency across all settings.
- Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- Enable the client to make choices and decisions whenever possible.
- Read and keep updated with all CCM policies and procedures

Aids to Daily Living:

- Support with after school and community activities, therapy and planning.
- Help to keep the client's living areas clean and tidy where appropriate for the client.

- The client's washing and ironing to be kept up together. The client should always be well presented and cleanly dressed.
- Report any breakages as soon as possible.
- Report any hazards or health and safety concerns as soon as possible.
- Check all equipment is in safe working order as per risk assessment requirements.
- Take the client shopping, outings etc.
- Promote independence with the clients personal care routines, including support to clean/bathe, dressing and independence using the toilet.

Petty Cash: Be responsible for any "petty cash" which may be made available to you and keep a record of expenditure with receipts for the case manager.

Pay Monthly: You will be required to clock in and out of each shift using an electronic system. Hours will be collected on order to be sent to payroll on the 20th of each month. You will be paid by cheque/BACS for the last working day of each month or as soon as can be arranged thereafter.

Contract: There will be a three-month probationary period with a formal appraisal three months thereafter.

Initially a letter of appointment will be given, which will contain your holiday entitlement, sickness arrangements, hourly rate etc.

Liaison: All carers must attend meetings with the case manager and therapists and these meetings will be held not more frequently than monthly. However, it may be necessary to call a meeting earlier when you will be expected to make all reasonable arrangements to attend. You will receive payment for attending meetings or trainings sessions if not on duty at the time.

A range of goals maybe set at each therapy meeting, and these are to be carefully maintained by the support workers and written records

to be kept. It is important to maintain a realistic outlook on the client's abilities.

Part of your role is to carry out any reasonable request.

Please acknowledge that you have received the Team Leader Job Description outlining the responsibilities of a Team Leader which will be discussed in more detail as part of your training.

**Please note: Community Case Management Ltd are not the Employer, nor should we be referred to as such.*

Signed

Date