

Position Description

Position Title:	Team Leader
Responsible To:	Area Supervisor
Director Reports:	None

Purpose of Position

To aid the Area Supervisor in the effective and efficient management of caregiving services in the home of:
 (client name)

This will be achieved by the Team leader by:

- 1. Supporting in the creation of a settled long term caregiving team:**
 - Maintaining a positive and productive work environment.
 - Leading in a manner that demonstrates professionalism and a commitment to supporting the client to achieve their personal goals.
 - Training new caregivers when requested by the Area Supervisor.
 - Working in alignment with agency policy and procedures.

- 2. Supporting the Area Supervisor with administrative functions which include:**
 - Ensuring timesheets and rosters match before they are faxed to head office on a Monday morning.
 - Development of rosters.
 - Communicating any changes to the roster that occur ASAP.
 - Ensuring all the appropriate forms and other paper work are in adequate supply e.g. timesheets, incident/accident forms.
 - Documenting agenda items for team meetings.
 - Ensuring that the Record of Care is being completed by all team members and that it meets agency standards.

- 3. Supporting the Area Supervisor in sourcing cover for caregiver absences.**
 - Under the direction of the Area Supervisor contacting caregivers to organise cover for caregiver absences.
 - If available, cover a shift if there is no other alternative.

- 4. Supporting the Area Supervisor with Health and Safety**
 - Identifying and reporting hazards and assist in their management.
 - Ensuring that any new hazards are documented on the General and Generic Hazard Register and the Record of Care immediately and communicates immediately with the Area Supervisor.



5. Supporting the Area Supervisor with infection control.

- Identify and reporting infection control issues and assist in their management.

6. Supporting the client.

- Ensuring that the client has adequate supplies of consumables and supporting the client to reorder them as required.
- Ensuring that client equipment is maintained and supporting the client organise repair as required.
- Checking the client's medication is correct when received from the pharmacy.
- If the client has emergency SPC changes - ensuring that the emergency kit is available and is fully stocked.
- If the clients care requirements change that this is communicated to the Area Supervisor immediately, and is documented in the Record of Care so that all team members are aware of the changes.
- If the client's medication is changed that this is communicated to the Area Supervisor immediately, and the changes are also documented in the Record of Care so that all team members are aware.

Who is eligible for this role?

A caregiver who has:

- Proven excellent inter personal skills.
- Is flexible and reliable.
- Demonstrates the ability to train others to a high standard.
- Demonstrates professionalism in their practice and role models this to other caregivers.
- Can problem solve effectively.
- More than a years experience in spinal or head injury care (variations to this at the discretion of the Regional Manager).
- Has completed the compulsory agency training requirements of induction orientation on employment, and competencies have been assessed and are current i.e. less than a year old.
- Current First Aid certificate.
- Current full Drivers Licence.
- Must be willing to participate in and complete the agency modules within 18 months of being appointed to this role.
- Must be willing to attend regional Team Leader meetings 6 monthly.

NB this role has no management responsibility therefore the Team Leader cannot direct other staff but must do this through the Area Supervisor.

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