

Team Co-ordinator – Grade 7

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

We continually strive to ensure that services we provide are the best they possibly can be, and we expect that all services will become centres of excellence for the authority. You will be part of a team working towards meeting and exceeding these expectations and fully embedding a personalised approach to service delivery.

Within the residential homes in Kirklees, we have an expectation to deliver high quality, person centred care and support to our residents in line with CQC standards.

The Team Coordinator is a vital part of the senior team for our residential homes. As part of your role, you will be expected to lead a shift, administer medication, contribute to person centred care plans, and facilitate admissions and discharges for our residents.

Reporting to a Deputy Team Manager and working alongside other Team Coordinators, you will have responsibility for a team of Support Workers to include line management, supervision, and the development of the team.

The overall support of your staff team is key to this role, ensuring that both mandatory and individual training and development needs are identified.

A large part of your role will be to work with service users, relatives, and other professionals. You will work with care staff to contribute to and develop personal support plans with residents who may have restricted mobility and/or challenging behaviour, to ensure the highest quality of care and support is provided.

As a positive role model, you will be open to change and show a willingness to get involved by presenting a self-assured image in a variety of situations, through this you will demonstrate your commitment to service priorities. Should you encounter practices or behaviour which does not meet service standards you are expected to challenge this and make the relevant Manager or Deputy Team Managers aware of the actions taken.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

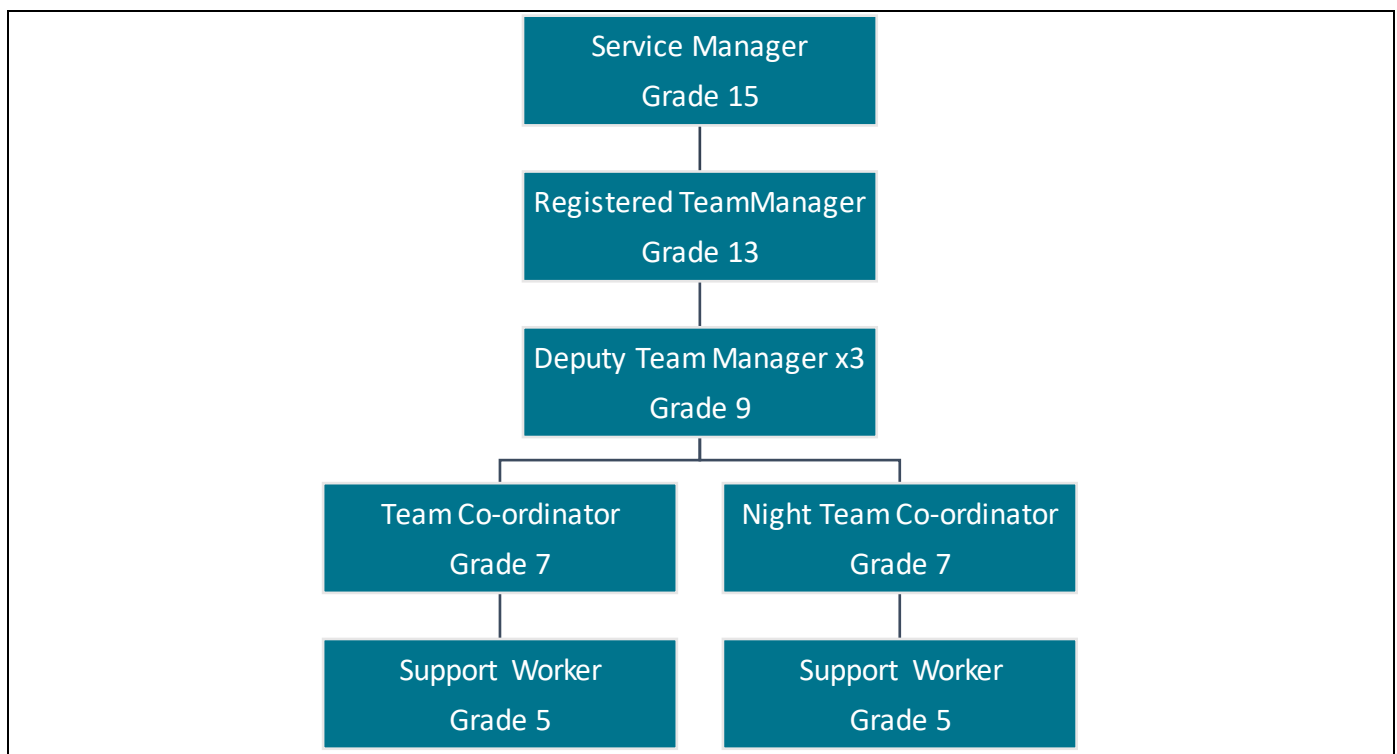
This role is based within [Adults and Health](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Support staff and instruct/direct when necessary to ensure that the workplace runs smoothly and efficiently.

- Ensure service user's needs are met by residential services which exceed essential set standards.
- Ensure support packages are developed and implemented to meet the individual needs of service users.
- Ensure effective handovers take place with Support Workers between shifts.
- Deal with issues that arise or pass on information to the relevant people.
- Ensure that reports are accurate and contain relevant information.
- Ensure the safe admission and discharge of residents.
- Ensure the accurate preparation and administration of medication in accordance with the Medication Policy.
- Carry out movement and Handling for personal care tasks e.g., getting out of bed, dressing, toileting, and bathing.
- Ensure effective working relationships are developed and maintained with other professionals and partner agencies.
- Adhere to policies and procedures including health & safety, infection control, manual handling and safeguarding.
- Embrace new and flexible ways of working including IT systems and other technologies.
- Assist in training/development programmes under the direction of the Manager/Deputy Team Manager
- Ensure high standards of hygiene and cleanliness are maintained throughout the workplace.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Understanding of Adult Social Care and re-ablement and understands the social care needs of different client groups	Essential
Experience of supervising or ability to line manage a small team	Essential
Understanding of and commitment to the requirements of CQC & other relevant codes of practice	Essential
Ability to work flexibly, weekends and bank holidays as required to meet the needs of the service	Essential
Has report writing skills to maintain service user records and write reports and letters to a variety of audiences	Essential
Works proactively within HR policies and procedures	Essential
Works effectively as part of a team, adopting flexible ways of working	Essential
Experience of working in a relevant care setting	Essential
IT skills & experience	Essential
Awareness of current social practice and standards	Essential
Possession of NVQ 3 in care or willing to work toward the level 3 diploma in Health & Social care training or other relevant leadership qualification.	Essential
Accepts an enhanced DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
You will be working with service users who may have restricted mobility and/or challenging behaviour. Following an offer of appointment, you will be required to undertake a standard medical screening and any other medical screening as determined by the Occupational Health Unit appropriate to occupational risk.	Essential
Must comply with all legislation, regulations or guidance from the government and CQC in relation to your role including any vaccination requirements.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation.

This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Residential Care	Grading ID	61101 (match 23680)
Job ID	80101216	Last Updated	February 2021
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Adults	DBS Type	Enhanced & Barred
Health Check	Yes	Politically Restricted	No
24/7 working	Yes	Public Holidays	Yes
Night Working	Yes	Alternating Pattern	Yes
Standby	No	Other	No
Checked by HR	M Lunn		