

Praxis Care Job Description

Position, Title & Grade:	Team Leader
Location:	Republic of Ireland
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 the service user. The Team Leader will be responsible for ensuring the successful implementation and delivery of the bespoke service as defined by the BCBA. Training in ABA is desirable. BCBA supervision will be available for the successful candidate.

Key Accountabilities

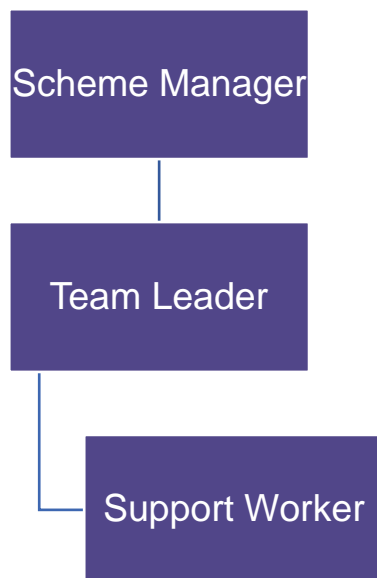
- To implement the bespoke service as defined by the BCBA, involving planning and coordination of discrete activities.
- To liaise with the Service User's family and relevant members of multi-disciplinary teams, community groups and voluntary bodies with the aim of furthering Service User needs
- To coordinate planning, developing and implementation of the service user's programme of support to enhance and maximise the capabilities and independence of the Service User in the Service whilst coordinating ongoing assessment and review in a regular and systematic basis through the completion of suitable assessment models
- To support the physical, emotional and personal needs of the Service User ensuring that all activities and plans are Service User focussed and uphold the principles of respect, privacy, dignity, fulfilment, independence and choice.
- To ensure that medication is held, stored and administered in accordance with his GP's recommendation, his family's consent, Praxis Care's Medication Policy and current statutory and legislative procedure.
- To provide effective leadership, supervision and management to Support Workers, including monitoring of time, attendance and performance and the participation in any capability, disciplinary and grievances procedures etc.
- To complete any mandatory training identified as necessary by the Organisation whilst identifying and addressing personal development opportunities for both the post holder and those managed by the post holder.
- To ensure that adequate records are created and maintained and necessary reports, including untoward/critical incidents are produced and reported in line with Organisational policy and statutory requirements.

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 Psychology/Social Work/ABA or similar/Occupational Therapy/Applied Social Studies AND knowledge of the intellectual disability/autism group</p> <p>Candidates with Social Work/Applied Social Studies/Occupational Therapy should be registered with CORU at the time of appointment</p>	

	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.