

## **JOB DESCRIPTION**

**POST:** Practice Team Leader (Residential Services)  
**LOCATION:** Head Office, Carolina House Trust  
**RESPONSIBLE TO:** Manager (Residential & Support for Independence Services)  
**SALARY:** £29,000 - £30,500

### **Job Purpose**

To promote and maintain a high quality of care within all residential units through the promotion of positive outcomes for looked after young people.

### **Responsibilities:**

1. To monitor standards of care and support, including demonstrating competence in all aspects of the physical, social and emotional care of young people in the units. To ensure the care for all young people is provided in accordance within CHT policies/procedures and legislation, and the individual young person's written care plan.
2. To be accountable to the Manager (Residential Services) for the effective direct day-to-day care of young people on placement and staff within Carolina House Trust residential properties.
3. Provide regular support and supervision to staff and manage caseloads for Looked After Children at reviews, hearings and all other multi-disciplinary meetings.
4. To compile reports and maintain records on clients, staff and the operation of the service in accordance with National Standards, Regulations, SSSC codes of practice and CHT policies.
5. To create and maintain effective contacts with families, professionals and other agencies to further the welfare of the young person.
6. To facilitate and coordinate work with young people through staff, individual and group work programmes
7. Participate in on-call duty rota system throughout year, providing advice and support as required.
8. Undertake any relevant training necessary for the post.
9. Operate the Trust's financial procedures in line with guidelines and budgetary limits.
10. Ensure quality standards are maintained by:  
Monitoring team's performance to ensure it meets expectations and agreed performance criteria. Reporting variances to the Manager(Residential & SFI Services)  
Participating and utilising management information and data collection systems as appropriate.

### **Other Duties**

It is also the nature of the work of Carolina House Trust that tasks and responsibilities are, in many circumstances, unpredictable and variable. All employees are therefore expected to work in a flexible way when the occasion arises so that tasks not specifically covered by the Job Description have to be undertaken. These additional duties will normally be compatible with the regular type of work and job purpose. If the additional responsibility or task becomes regular or a frequent part of the staff member's job, it will be included in the Job Description in consultation with the staff member.