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| **Job Title:** | **Team Leader** |
| **Reports To:** | **General Manager** |

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| **Job Summary:** | To support the care home management team to deliver high quality care with a difference by providing a safe, caring, innovative , open, supportive and inclusive environment for residents, visitors and staff. |

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| **Role Responsibilities:** |
| * Lead on the monitoring of standards of care delivered by staff through observation, audit and direct involvement.
* Lead with monitoring the wellbeing of each resident, being aware of any change impacting on care and care planning, ensuring that changing needs are met and written records are amended to reflect any variation.
* Lead in the person-centred care planning process, by implementing, monitoring and undertaking monthly evaluations completing care plan audits developing action plans and be responsible for the completion of the action plans.
* Undertake pre-admission assessments for prospective residents and discuss findings with General Manager
* Deliver high quality care, ensuring residents receive care based best practice.
* Ensure resident clinical and life style risk assessments are complete and utilised in practice.
* Ensure that resident of the day is fully implemented.
* Responsible for the ordering, storage, disposal, administration and auditing of prescribed medication to residents.
* Act as a key point for contact with residents, their relatives and visitors, as well as health and social care professionals involved in their wellbeing, ensuring that any reasonable requests are acted upon and concerns or complaints are escalated.
* Practice safe systems of work across a range of tasks and in particular moving and handling of residents, by assessing risks and having due regard for personal safety and the safety of residents, visitors and staff.
* Attend handovers, clinical nurse meetings and provide leadership at the handovers to ensure open and effective communication
* Undertake pre-admission assessments for new residents.
* Support the Home with the implementation of all policies, procedures and business objectives.
* Assist in the smooth transition of any discharges from the home, including documentation, medication and where appropriate the resident’s next of kin are kept fully informed.
* Attend all staff meetings and participate in other meetings as required by the General Manager
* Conduct regular staff supervisions and annual appraisals
* Lead on the induction of new staff in safe systems of work, fire safety and evacuation procedures.
* Ensure that all staff are aware of the local safeguarding policies and ensure you respond and escalate any safeguarding concerns immediately.
* Support the Managers with the completion of any Deprivation of Liberty applications where a resident has been assessed as lacking capacity and it is necessary to restrict the resident’s movements to prevent harm.
* Deal with enquiries swiftly recording all relevant information including contact details

 This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder. |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| 2 years’ experience of working in a senior position with the resident group | E | Application form / CV |
| Evidence of up to date training and development | E | Application form / CV / Interview |
| Knowledge of the CQC Fundamental standards  | D | Interview / References |
| **Knowledge/Skills & Abilities** |  |  |
| NVQ 3 or equivalent in care for care homes | E | Certificate |
| Willing to study Leadership and Management Award  | D | Interview |
| Willing to study Avery Advanced Carers Course  | D | Interview |
| Ability to communicate effectively both verbally and in writing.  | E | Application form / Assessment at interview |
| Demonstrate the ability to lead staff and act responsibly in the absence of the manager | E | Experience & interview |
| Have a positive attitude to both supporting and engaging residents and staff | E | Application form / interview |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |