



## Job Description

<b>Position Title</b>	<b>Team Leader</b>		
<b>Location</b>	Homes throughout the portfolio		
<b>Reporting to</b>	Home Manager		
<b>Position Number(s)</b>			
<b>Working Pattern</b>	Rota from 08:00 – 20:00hrs including weekends		
<b>Effective date of JD</b>	September 2022	<b>Job Number</b>	

### Job Purpose

To supervise carers to, and to provide, personal care and support to residents, as detailed in their care and support plans and under the instruction and observation of the Manager. You will use a person-centred approach and work in the least intrusive way, adhering to all regulatory and statutory obligations and South West Care Homes policies, procedures and guidelines.

You will ensure your mandatory training is up to date so that you are able to work safely and legally including annual medicines management training and a 6 monthly competency assessment. You will also be expected to give formal protected time 1:1 supervision to carers, as appropriate and with the proper training.

You will also adhere to all safeguarding and whistleblowing legislation and be aware of your responsibility within this.

You will dress appropriately and in line with this leadership role, wearing uniform and using personal protective equipment provided by South West Care Homes and as instructed

### Main duties and responsibilities

- To lead the day-to-day delivery of personal care and support to residents as detailed in their care and support plan, with the assistance and instruction of the manager.
- To administer prescribed medications as required, and assist in ordering and booking new in cycle meds in.
- Ensuring the physical, emotional, cultural and social needs of the residents is met using a person-centred approach, promoting Activities of Daily Living throughout the day so that the residents enjoy a fulfilling lived experience.
- To know and understand the care and support needs of the residents
- To regularly read and update the residents care and support plans, including PCS, of residents as required.
- To maintain detailed and accurate records in respect of care (and medication) support given and tasks undertaken
- To maintain good communication and develop effective working relationships with colleagues



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- To attend training and supervision as required so that you are confident and competent to do your job safely and legally
- To attend and participate in regular staff meetings and any other relevant meetings as part of your role
- To actively market South West Care Homes and promote a positive, personal and professional profile, ensuring the good reputation of South West Care Homes at all times

### Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> <li>◦ Natural aptitude to leading a team</li> </ul>	<ul style="list-style-type: none"> <li>◦ Experience of managing or directing a team</li> <li>◦ Knowledge of the management of medicines</li> </ul>	Application Form Interview
Experience	<ul style="list-style-type: none"> <li>◦ Experience of working with older people, in a social care setting is essential</li> <li>◦</li> </ul>	<ul style="list-style-type: none"> <li>◦ Experience of administering medicines</li> </ul>	Application Form Interview
Practical Skills	<ul style="list-style-type: none"> <li>◦ Ability to, and comfortable with delivering personal care</li> <li>◦ Ability to travel according to the needs of the post with reasonable adjustments, if required, according to the Disability Discrimination Act</li> <li>◦ Willing to learn to administer medicines</li> </ul>	<ul style="list-style-type: none"> <li>◦ Experience of providing personal care</li> <li>◦ Ability to administer medicines</li> </ul>	Application Form Interview
Communication	<ul style="list-style-type: none"> <li>◦ Able to maintain good &amp; accurate records</li> </ul>	<ul style="list-style-type: none"> <li>◦ Good communication skills</li> </ul>	Interview
Personal Qualities	<ul style="list-style-type: none"> <li>◦ Willing to work flexibly</li> <li>◦ Maintain confidentiality of information</li> <li>◦ Diplomatic &amp; objective</li> </ul>	<ul style="list-style-type: none"> <li>◦ Ability to establish credibility with service users, families, staff and managers.</li> <li>◦ Ability to work reactively as well as proactively</li> </ul>	Application Form Interview
Technology / IT Skills	<ul style="list-style-type: none"> <li>◦ Computer Literate with Microsoft packages</li> </ul>		Application Form
Education and Training	<ul style="list-style-type: none"> <li>◦ Knowledge of safeguarding adults</li> <li>◦ NVQ/Dip 2</li> <li>◦ Working towards, or agreement to start working towards Dip 3</li> </ul>	<ul style="list-style-type: none"> <li>◦ NVQ/Dip3</li> <li>◦ Knowledge of discrimination legislation</li> </ul>	Application Form Interview Certificates



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Equal Opportunities	<ul style="list-style-type: none"><li>◦ knowledge of the Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties</li></ul>		Demonstrate knowledge at Interview
Other relevant factors	<ul style="list-style-type: none"><li>◦ Willingness to attend all relevant training as required and staff meetings</li><li>◦ Flexibility, and a 'can do' attitude</li></ul>		