

## **JOB DESCRIPTION**

**POST:** Night Care Team Leader

**ACCOUNTABLE TO:** Deputy Home Manager

**ACCOUNTABLE FOR:** Night Care Assistants

### **JOB PURPOSE**

The Night Care Team Leader is responsible for the home, residents and staff at night, managing the delivery of care services including the safety and hands on supervision of night staff.

### **KEY RESPONSIBILITIES**

1. Provide direction, support and supervision to Night Care Assistants (including agency staff) and ensure allocated tasks are performed by the designated member of staff in accordance with policies and procedures, reporting any concerns to the Manager or Deputy Home Manager in their absence.
2. Administer medication as prescribed by the GP/consultant and in line with Company policies and procedures.
3. Provide appropriate physical, emotional and social care for residents, including involvement in the hands-on delivery of care.
4. Ensure night staff are aware of residents' changing needs by reading care plans and ensure any changes are reported to the Manager or Deputy Home Manager in their absence.
5. Provide encouragement and support to enable our residents to remain as independent as possible, and inspiring other members of staff to do the same.
6. Contribute to the assessment of individual resident's needs, the preparation and review of care plans and ensure these individual needs are met by night staff.
7. Ensure all night staff record information in line with agreed procedures, including treatment charts and via manual and digital platforms.
8. Ensure that fire precautions, infection control and health and safety procedures, including moving and handling are adhered to by all night staff and report any concerns to the Home Manager or Deputy Home Manager in their absence.
9. Be responsible for the security of the building at all times and report any concerns to the Home Manager or Deputy Home Manager in their absence.
10. Provide induction, appraisals and supervisions to nominated members of staff, reviewing work performance and identifying individual training needs.
11. Manage night staff breaks.
12. Work as a team player to create and maintain a co-operative friendly and welcoming atmosphere in the home, ensuring the home runs smoothly.

- 
13. Attend induction, appraisals and supervisions, staff meetings and staff training as required and have a willingness to learn.
  14. Be familiar and comply with all of Care South's policies, procedures, practices and standards.
  15. To undertake any other comparable duties as may be required by the management of the home.

To undertake to live by our Care South **HEART Values** of **Honesty**, **Excellence**, **Approach**, **Respect** and **Teamwork**, and to make them fundamental to the way you work and the way in which you treat your colleagues.

## Person Specification

Competency	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Diploma/NVQ Level 2 In Health and Social Care and willingness to work towards a Level 3 Diploma in Health and Social Care on completion of probation</li> <li>Safe Handling of Medicines Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Diploma/NVQ Level 3 in Health and Social Care</li> </ul>
<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>MCA, DoLS, Safeguarding &amp; Whistleblowing</li> <li>Confidentiality and Data Protection</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of fire precautions, infection control, health and safety, security and moving and handling procedures</li> <li>Knowledge of SALT plans and IDSI</li> </ul>
<b>Experience of</b>	<ul style="list-style-type: none"> <li>A minimum of 1 year's experience at a senior level caring for older people</li> <li>Administering medication</li> <li>Supervision of staff</li> <li>The delivery of care to older people and/or experience of Dementia Care</li> <li>Accurate record keeping</li> </ul>	<ul style="list-style-type: none"> <li>Experience of assessing and reviewing the care needs of older people</li> <li>Experience of inducting new staff</li> </ul>
<b>Skills, Characteristics and Attributes</b>	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> <li>Basic computer skills</li> <li>Confident in using digital care platforms</li> <li>Has an organised, methodical, honest and committed approach to ensure the required standards are met</li> <li>Patient and calm demeanour in the face of challenging situations</li> <li>Enthusiastic with a positive attitude to work</li> <li>Resilient and able to cope with change</li> <li>Able to work on own initiative and as part of a team, motivating that team to meet common goals.</li> <li>Contributes to a working environment which respects and values the individual and is free from bullying &amp; harassment and all forms of discrimination</li> </ul>	<ul style="list-style-type: none"> <li>An awareness of the core values of Care South to provide high quality compassionate care and treat people as individuals</li> </ul>