

## **JOB DESCRIPTION**

**POST:** Care Team Leader

**ACCOUNTABLE TO:** Deputy Manager

**ACCOUNTABLE FOR:** Care Staff

## **JOB PURPOSE**

The Care Team Leader is responsible for managing and actively participating in the delivery of care services through high standards of professional practice and staff management. When rostered as Duty Manager the Care Team Leader will have responsibility for all aspects of service provision during a shift.

## **KEY RESPONSIBILITIES**

1. Provide direction, support and supervision to care staff (including agency staff) and ensure allocated tasks are performed by the designated member of staff in accordance with policies and procedures.
2. Ensure the care needs of residents are met in line with individual care plans, assessed need, and the policies of Care South.
3. Administer medication as prescribed by the GP/Consultant and in line with Company policies and procedures.
4. Liaise with GPs, social workers, district nurses, and other professionals as required.
5. Ensure appropriate records are maintained in line with CQC requirements and agreed procedures, including treatment charts and via manual or digital platforms.
6. Provide encouragement and support to enable residents to remain as independent as possible, and inspiring other members of staff to do the same.
7. Ensure arrangements are made for the reception of residents, relatives and visitors.
8. Ensure that fire precautions, infection control and health and safety procedures, including moving and handling are adhered to by all staff.
9. Contribute to the assessment of individual residents' needs and the preparation and regularly review and audit care plans and ensure these individual needs are met by care staff.
10. Provide induction, appraisals and supervisions to nominated members of staff, reviewing work performance and identifying individual training needs.
11. Work as a team player to create and maintain a co-operative friendly and welcoming atmosphere in the home, ensuring the home runs smoothly.
12. In the absence of the Home and Deputy Manager, hold responsibility for the safety and security of residents, all staff and the home, including preparing reports on accidents or incidents.

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13. Attend induction, appraisals and supervisions, staff meetings and staff training as required and have a willingness to learn.
  14. Attend 10 at 10s', Clinical Governance and health and safety meetings.
  15. Be familiar and comply with all of Care South's policies, procedures, practices and standards.
  16. Undertake sleep ins where necessary to ensure that the home is safe at all times.
  17. To undertake any other comparable duties as may be required by the Home Manager, Deputy Manager or Regional Operations Manager.

To undertake to live by our Care South **HEART Values** of **H**onesty, **E**xcellence, **A**pproach, **R**espect and **T**eamwork, 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 working towards Diploma/NVQ3 in Health and Social Care</li> <li>Safe Handling of Medicines Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Diploma/NVQ3 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>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>Organised, methodical, honest and committed approach to ensure the required standards are met</li> <li>Patient and calm demeanour in the face of obstacles or crises</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;</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>

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harassment and all forms of discrimination

- Ability to be an excellent role model
- Ability to adapt and positively promote change with the home
- Willingness to work flexibly to ensure safe cover in the home