Role Profile for Care Leader

Job Title	**Care Leader**
Reports to	Home Manager
General scope of post	To be accountable to the Home Manager for the management of the team which he/she is leading and to participate in the caring tasks.
Key Accountabilities	• Manage rotas ensuring these are used to the best effect for the physical, social and emotional care of residents and effective running of the establishment. • Ensure that team members understand and endorse the Trust values. • Responsibility for clear lines of communication ensuring employees are fully conversant with their duties. • Support and participate in any training requirements. • Take appropriate action to remedy any unsatisfactory employee performance, recording any significant action. • Ensure all medications, including controlled drugs are administered, recorded, maintained and replenished at all times in accordance with the Trust policies and procedures. • Ensure care is delivered in accordance with the care plan. • Monitor and re-evaluate care needs in partnership with the resident. • Promote resident wellbeing by monitoring and re-evaluation of care needs in partnership with the resident. • Share in caring tasks with other team members and contribute to assessment, reviews and case conferences. Assist and support relatives and carers. • Adhere to Trust Policies and procedures. • Promote and advocate good relations with local community and support volunteers, relatives and carers.
Number of Direct Report	Direct reports – 3-8 employees
Financial Responsibility	This role holds no financial responsibility
Knowledge, Skills & Abilities	Must be able to demonstrate literacy and numeracy skills in the English language Level 3 Diploma in Health & Social Care or equivalent (or working towards) Significant experience of working in a residential care setting Experience of risk assessment, care plans and reviews

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Person Specification

ESSENTIAL	DESIRABLE
<u>Qualifications</u> Working towards or obtained Level 3 Diploma in Health & Social Care or equivalent Must complete the Care Certificate within 12 weeks of joining the Trust Must be able to demonstrate literacy and numeracy skills	Level 3 Award in Effective Management or equivalent
<u>Experience</u> Significant full-time or equivalent work in a residential care setting with older people Ability to undertake day to day running of home under direction of the manager	
<u>General Aptitude</u> A proven record in care of the elderly and a desire to provide excellence of care through skilled team management, the ability to relate to older people and care for them in a sensitive manner	Dementia Care training
<u>Motivation</u> A commitment to provide high quality care standards for older people and to promote equal opportunities and non-discriminatory practice	
<u>Knowledge</u> Experience of risk assessment, care plans and reviews	
<u>Specific Skills</u> Ability to liaise with other care/health professionals, supervision	Chairing meetings, organising and implementing training, communication skills
<u>Interpersonal Skills</u> Ability to form positive relationships with colleagues and build supportive teams. Promote good relations with relatives, friends and volunteers	