

Role Profile for Care Leader

Job Title	Care Leader
Reports to	Deputy or Home Manager
General scope of post	To be accountable to the Deputy or 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. • Be a key member of the Rostering Team and work in line with the Trust's roles and responsibilities matrix for rostering • Take responsibility for all elements of the rostering process to ensure adequate shift coverage and employees are paid correctly first time
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

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	