

# Role Profile for Care Leader

Job Title	<b>Care Leader</b>
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	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Ensure that team members understand and endorse the Trust values.</li> <li>• Responsibility for clear lines of communication ensuring employees are fully conversant with their duties.</li> <li>• Support and participate in any training requirements.</li> <li>• Take appropriate action to remedy any unsatisfactory employee performance, recording any significant action.</li> <li>• Ensure all medications, including controlled drugs are administered, recorded, maintained and replenished at all times in accordance with the Trust policies and procedures.</li> <li>• Ensure care is delivered in accordance with the care plan.</li> <li>• Monitor and re-evaluate care needs in partnership with the resident.</li> <li>• Promote resident wellbeing by monitoring and re-evaluation of care needs in partnership with the resident.</li> <li>• Share in caring tasks with other team members and contribute to assessment, reviews and case conferences. Assist and support relatives and carers.</li> <li>• Adhere to Trust Policies and procedures.</li> <li>• Promote and advocate good relations with local community and support volunteers, relatives and carers.</li> <li>• Be a key member of the Rostering Team and work in line with the Trust's roles and responsibilities matrix for rostering</li> <li>• Take responsibility for all elements of the rostering process to ensure adequate shift coverage and employees are paid correctly first time</li> </ul>
Number of Direct Report	Direct reports – 3-8 employees
Financial Responsibility	This role holds no financial responsibility
Knowledge, Skills & Abilities	<p>Must be able to demonstrate literacy and numeracy skills in the English language Level 3 Diploma in Health &amp; Social Care or equivalent (or working towards) Significant experience of working in a residential care setting Experience of risk assessment, care plans and reviews</p>

ESSENTIAL	DESIRABLE
<p><u>Qualifications</u> Working towards or obtained Level 3 Diploma in Health &amp; 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</p>	<p>Level 3 Award in Effective Management or equivalent</p>
<p><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</p>	
<p><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</p>	<p>Dementia Care training</p>
<p><u>Motivation</u> A commitment to provide high quality care standards for older people and to promote equal opportunities and non-discriminatory practice</p>	
<p><u>Knowledge</u> Experience of risk assessment, care plans and reviews</p>	
<p><u>Specific Skills</u> Ability to liaise with other care/health professionals, supervision</p>	<p>Chairing meetings, organising and implementing training, communication skills</p>
<p><u>Interpersonal Skills</u> Ability to form positive relationships with colleagues and build supportive teams. Promote good relations with relatives, friends and volunteers</p>	