

Responsible to the Registered Manager

Responsible to the Personnel Manager in the Reg'd Managers' absence

PURPOSE OF THE POSITION

- To support the Registered Manager and the Personnel Manager in all aspects of the home's management, including taking complete charge during designated shifts or in the absence of the person in charge.
- To ensure the delivery of a quality service designed to meet the individual needs of the residents.
- To provide on-call cover on a rotational basis with the other Care Co-ordinators and Personnel Co-ordinator.
- To help train & induct all support staff in all aspects of their work in the home.
- To take responsibility for designated areas of work and to complete weekly and monthly check-lists through the line management (Quality Assurance) system to the Registered Manager.
- To take responsibility for a designated area within the home (individual flats) to co-ordinate those resident's care and support.
- To be responsible for the medication administration on designated shifts. This will include quality assurance, stock control, ordering, carrying over medication & storage.
- To report any concerns without delay to the Registered Manager or Personnel Manager.
- To be a professional role model to all staff.

PRINCIPAL RESPONSIBILITIES

- To carry out all Team Leader tasks and duties, outlined in the Team Leader job description.
- To be responsible for a designated area within the home (individual flats) to co-ordinate those resident's care and support, including monitoring and updating care plans, risk assessments, on-going medical support, preparing resident's reviews, holidays and activities.
- To ensure that the Person Centred Care Plans of each resident residing in their designated area, are regularly reviewed, with goals updated and altered with the individual's involvement and agreement, and overseen by the Registered Manager.
- To assist the Personnel Manager with staff recruitment, welfare, staffing levels and skill mix, and ensuring that staff are equipped with the necessary skills, through training, experience and supervision.
- To ensure they are up to date with resident's lives in order to be able to write reports in relevant records, including Quality Assurance checks.
- To take part in staff meetings (running when required), training activities and supervisions as directed.
- To develop links with all professional and statutory agencies who are involved with the residents.
- To perform other such reasonable duties as may be required from time to time.