

## **JOB DESCRIPTION - TEAM LEADER**

**JOB TITLE:** Team Leader - Care

**REPORTING TO:** Home Manager

**JOB PURPOSE:** To oversee / maintain the care of all Clients within the Care Home and, in the absence of the Home Manager and Deputy Home Manager, take responsibility for the day to day running of the Care Home. To delegate tasks and monitor all junior Staff activity.

### **SKILLS, KNOWLEDGE & QUALIFICATIONS**

#### **Required:**

- \* Previous management / supervisory experience
- \* Genuine interest in, and experience of working with, the relevant Client group
- \* Ability to communicate effectively with Clients, Relatives and all grades of Staff
- \* N/SVQ Level 3 Care
- \* Satisfactory enhanced CRB Disclosure, Police Check and check against the POVA List (where applicable)

#### **Desired:**

- \* Team player

### **MAIN RESPONSIBILITIES**

#### **Care:**

1. Ensure that all Staff Members contribute to the best of their ability to the efficient running of the Care Home, and to the creation of an atmosphere conducive to the best interests of Clients.
2. Take responsibility for Client care, as designated by the Home Manager in his / her absence and the absence of the Deputy Home Manager.
3. Assess social and health care needs of new Clients, and maintain on-going assessment and review of all other Clients.
4. Administer prescribed medicines and maintain the appropriate records in line with the Company's policies and procedures.
5. Maintain accurate records and ensure that each Client within the Care Home has an individualized Care Plan. Client Care Plans to be reviewed on a bi-annual basis, or more frequently as and when required, in line with the Company's policies and procedures
6. Ensure that all commodities used in and around the Care Home are sensibly conserved by all grades of Staff e.g. monitor usage of incontinence aids, wipes, dressings, electricity etc.
7. Practice maximum integrity in all dealings with Clients' personal and financial affairs and avoid abuse of the privileged relationship that exists with Clients.

#### **Communication:**

8. Arrange / participate in Staff and Client meetings as and when required.

#### **Budgetary / Financial Control:**

9. Be aware of the need to manage and maintain budgets agreed by the Home Manager and Head Office.
10. Ensure that all commodities used in and around the Care Home are sensibly conserved by all Staff Members e.g. monitor the usage of incontinence aids, wipes, dressings, electricity etc.

#### **Human Resources (HR):**

11. Interview for new Staff Members with Line Management as and when required, in line with the Company's Recruitment policy.
12. Participate in Staff Induction & Training programmes as and when required.

#### **Marketing:**

13. Actively market the Care Home and promote a positive personal / professional profile within the local community, ensuring the good reputation of the Care Home at all times.
14. Ensure the Care Home is attractively presented, and odour free, at all times, in line with the Company's attention to detail philosophy.
15. Ensure a viewing room is suitably presented and available at all times (unless Care Home is fully occupied).
16. Deal with potential Clients as requested.

#### **Training & Development:**

17. Supervise and instruct junior and new Staff Members in all aspects of their work in the Care Home, giving help and guidance where appropriate.

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18. Maintain professional knowledge and competence.
19. Attend mandatory training days/courses, on or off site, as and when required.
20. Participate in relevant N/SVQ training to achieve required qualifications.

### **Health & Safety:**

21. Report immediately to the Home Manager any illness of an infectious nature or accident incurred by a Client, colleague, self or another.
22. Understand, and ensure the implementation of, the Care Home's Health and Safety policy, and Emergency and Fire procedures.
23. Report to the Home Manager, or the Handy Person, any faulty appliances, damaged furniture, equipment or any potential hazard.
24. Promote safe working practice within the Care Home.

### **General:**

25. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
26. Assist in the arrangements for fund raising.
27. Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
28. Ensure security of the Care Home is maintained at all times.
29. Adhere to all Company policies and procedures within the defined timescales.
30. Ensure all equipment is clean and well maintained.
31. Carry out any other tasks that may be reasonably assigned to you.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Flightcare Limited reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing. Please note that you share with Flightcare Limited the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

**Signature:** .....

**Name:** ..... **Date:** .....