



ST. JOHN'S HOME

CARE TEAM LEADER JOB DESCRIPTION

POST: CARE TEAM LEADER

RESPONSIBLE TO: HEAD OF HOME & DEPUTY HEAD OF HOME

In this document, the word "Management" refers to the Head of Home and Deputy Head of Home.

GENERAL DESCRIPTION OF POST

The main duties of the Care Team Leader are to be actively concerned with the physical, emotional, intellectual, social and spiritual care of the elderly resident, providing as far as possible a happy, stable and stimulating environment. This will include the promotion of each resident's right to choice, independence, dignity and privacy.

PERSONAL SPECIFICATIONS

Required:

- NVQ Level 3 in Care.
- Genuine interest in, and experience of working with the elderly.
- A very good understanding of the elderly and elderly frail and respect for their rights to be treated as individuals.
- Ability to provide and maintain high professional standards of care at all times.
- Ability to communicate effectively at all levels.
- Team player.
- Willingness to participate in training.
- Flexibility.
- Satisfactory CRB & ISA checks.

Desirable:

- Previous supervisory experience.
- Experience/ qualification in the Safe Handling of Medicine.

DUTIES OF THE POST

SUPPORT TO THE MANAGEMENT

- To assist the Management in providing a calm and restful environment for residents, their relatives and friends, and staff within the Home. This will include the promotion of each resident's right to choice, independence, dignity and privacy.
- To support the Management in ensuring the Home is run smoothly and efficiently at all times.
- To take charge of the Home in the absence of the Management.

- To take part in the answering of telephone enquiries; receiving guests; new residents; new staff; district nurses; doctors; chiropodist; physio; audiologist; optician; hairdresser; dentist; priest and others.
- To work the hours required for the needs of the Home, including weekends, bank holidays and evening cover when required. To cover staff absences if necessary.
- To participate in training activities arranged by the Head of Home/ Deputy Head of Home.

ADMINISTRATION

- To be responsible for the maintenance of the computer system so as to ensure a professional standard.
- In the absence of the Management, to regularly check the off duty and ensure staffing quotas are correct to reflect the requirements of the Health & Social Care Act 2008. This includes over-staffing and under-staffing, covering for sickness, hospital appointments and annual leave. Within this area, to be responsible for any necessary paperwork.
- To be responsible for maintaining report systems correctly and professionally (Saturn).
- To be responsible for the ordering, stock control, and receiving of medical gloves; aprons; incontinent pads; items for first aid boxes etc.
- To be responsible for ensuring that all necessary charts are maintained (fluid charts; bowel charts etc.)
- To participate in staff meetings arranged by the Head of Home.

STAFFING

- **Training:-**
To be responsible and actively involved and take a major part in the induction training and any ongoing training of care staff, so that a high, professional standard of care is achieved and maintained, looking towards improvements at all times.
- **Supervision:-**
To be responsible for ensuring that the Home is tidy - resident's rooms and communal sitting areas; corridors; surgery; cupboards; sluices. Laundry to be taken down at completion of each shift.
- **Care Plans: -**
To be responsible for ensuring that Care Plans are used effectively and are regularly reviewed with resident and care staff involvement, and updated as needed. To be responsible for ensuring that staff that use Care Plans are conversant with all residents' needs, and are trained on how to use and maintain Care Plans.
- **Hands-on Care:-**
To actively take part on a daily basis in the personal care given to residents - working alongside staff so there is greater knowledge of the individual residents cared for in the Home and encouraging team-building and team-work. **** This is seen by Management to be an essential part of the Care Team Leader's area of responsibility.**
- **Meals for Residents:-**
To be responsible and oversee the serving of meals for residents. To take an active part so as to ensure that a relaxed atmosphere is maintained, giving personal assistance with eating and drinking as necessary. This includes the presentation of meals (including teas) and assisting with helping residents back to their rooms and tidying up afterwards.
- **Hand-over Reports:-**
To be responsible for ensuring that all care staff is fully informed of any occurrences and changes required for the residents.

CARE OF RESIDENTS

- To maintain the needs and welfare of the residents as central focus in all areas of responsibility; ensuring good care practice that reflects the requirements of the Health & Social Care Act 2008.
- Working with the Deputy Head of Home and the whole staff team, develop and maintain a happy, positive and relaxed atmosphere that ensures that the residents have access to a homely environment.
- **Medication:-**
To be responsible for the correct ordering; dispensing; safe-keeping of the residents' and Home's medication.

To be responsible for the correct maintenance of all documentation that is required by the Inspection Unit. These are as follows:-

- Medication Profile
- D.D.A. Book
- Nomad repeat prescriptions
- Mar sheets
- Return Book to chemist
- Self medicating prescriptions
- Stock control
- Short term medication

- Ensure that any visiting G.P. signs for any new medication started and any discontinued.
- **Saturn:-**
To be responsible for ensuring that dairy note on Saturn is correctly recorded with any new occurrences or changes in care.

To be responsible for ensuring that all relevant details regarding each resident are correctly documented i.e. medical history and diagnosis; current G.P's. name; district nurse tel. no; allergies; next of kin details etc.

- **Health Care of Residents:-**
To be responsible for the administering of medication according to the system which operates in the Home.

To provide care and support to the sick and dying and their relatives and friends.

To assist residents to deal with behavioural difficulties.

To be responsible for ensuring dietary needs of residents are relayed to kitchen manager.

- **Hands-on Care:-**
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**** This is seen by Management to be an essential part of the Care Team Leader's area of responsibility.**

- **Activities for Residents:-**
To support Management with the introduction of activities for residents, and to take part in them.
- **Escorting Residents to and from Appointments:-**
To be responsible for ensuring that escorts are available for residents who have hospital or other appointments.

ACCIDENT AND OTHER HEALTH & SAFETY MATTERS

- To act in compliance with instructions regarding accident and fire precautions (Accident Book) within the Home.
- To be familiar with fire alarm system and call bell system.
- To ensure Health & Safety at Work procedures are closely adhered to.

OTHER DUTIES

The holder of this post may be required to perform duties other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Reviewed: August 2011