

JOB DESCRIPTION

Post Title:	Shift Leader
Location:	St Isan Residential Care Home
Employer:	Hafod Care Association
Responsible To:	Registered Home Manager

- ◆ **To support the Registered Home Manager in all aspect of the Home's management.**
- ◆ **To ensure the requirements of the National Minimum Standards for Care Homes for Older People are implemented in accordance with the Care Standards Act 2000.**
- ◆ **To liaise with the Care Homes Co-ordinator for Hafod Care Association.**
- ◆ **To ensure all relevant standards and requirements are met within the Home, especially those contained within the relevant Health and Safety legislation.**

PRINCIPAL RESPONSIBILITIES

1. Ensure the provision of a high standard of direct personal care to service users based on the assessment of their care needs in consultation with the service users and the care team.
2. Assist with the formulation of social and health care plans for new service users and with service users' reviews.
3. Ensure the continuous evaluation of the quality of care given and regular reassessment of the needs and support of the service users in consultation with the service user, their relatives and the care team and to achieve planned goals.
4. To maintain accurate written documentation as instructed by the Home Manager and as defined by the Care Standards Act 2000.
5. Ensure effective communication is maintained with health care professionals and the Social Services Case Managers.
6. To ensure next of kin are kept informed of significant changes in the service user's condition.
7. To accurately update all relevant records, including computer input.
8. To assist the Home Manager in the day to day running of the Home.
9. To support, mentor and supervise the personal care team.
10. To participate in staff meetings and in staff training and development.
11. To ensure the administration and control of drugs and medicines in accordance with Care Standards guidelines and Company Policy and Procedures.
12. To monitor the cleanliness of the home and to report any deficiencies to the Housekeeper.
13. To manage staff rotas, ensuring that rotas are available to staff at least six weeks in advance and that the appropriate cover in the home is maintained.

- 14. To approve and plan annual leave for all staff, having regard to the wishes of individuals and to the need to maintain adequate cover in the home at all times and to keep a record of leave taken.
- 15. To be involved in the activities and outings with residents.
- 16. To adhere to the Association's policies and procedures.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association and Picton Court Care Home.

Signed.....
Date.....
[employee]

Signed.....
Date.....
[on behalf of the Association]

PERSON SPECIFICATION: Shift Leader		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	NVQ Level 3 in Care Practice or willing to work towards it	Manual Handling First Aid
WORK EXPERIENCE	Relevant experience of working in a care setting.	Caring for the elderly
SKILLS	IT Skills Proficient verbal and written communication skills Ability to undertake training to obtain minimum NVQ Level 3 Strong inter-personal skills Well organised Planning	Knowledge of the administration of medication Knowledge of lifting techniques
SPECIAL APTITUDES	Ability to work without supervision Practical approach Aptitude towards learning and personal development. Teamworker Commitment to providing a quality service Responsive to individual needs	
PERSONAL QUALITIES AND ATTRIBUTES	Common sense Tolerance Understanding Sympathetic Caring	
OTHER REQUIREMENTS	Able to work at short notice when required	Good health record

PLEASE NOTE THAT THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AS PROVIDED BY THE CRIMINAL RECORDS BUREAU, AN EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR THE ASSOCIATION TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS THAT INVOLVE WORKING WITH VULNERABLE PEOPLE.

THE ASSOCIATION WILL ONLY REQUEST DISCLOSURE FROM THOSE THAT HAVE BEEN OFFERED EMPLOYMENT.

PAY AND CONDITIONS – SHIFT LEADER

1. The hourly rate for this position is £8.30.
2. A cost of living rise is awarded annually.
3. The hours of work are negotiable by agreement with management.
4. Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.
5. Your basic holiday entitlement will be 5.6 weeks per annum.
6. Employees are entitled to join the Association's stakeholder pension scheme after three months employment with the Association.