



## *Job Description*

<b>Job Title:</b>	Care Leader
<b>Hours Per Week:</b>	36
<b>Location/Department:</b>	Health and Wellbeing
<b>Reports To:</b>	Registered Manager /Deputy Manager
<b>Direct Reports:</b>	Senior Care Workers and Care Workers
<b>Budgetary Control:</b>	None
<b>DBS Disclosure:</b>	Enhanced with Barred List
<b>Date Prepared:</b>	May 2022

### **Job Summary/Purpose:**

1. To provide residents with a "good life" by promoting dignity, independence, choice, and fulfilment within a policy of managed risk taking.
2. To provide residents with comfort, security, and a sense of belonging, making a difference to their daily lives.
3. Be a **visible leader**, creating a culture that promotes the inclusion of people living with dementia in all social and occupational activities designed to enhance, stimulate, develop, and maintain the highest quality of life and enjoyment.
4. To provide **professional leadership to the care team** during any span of duty, in the absence of the Registered Manager and Deputy Manager.
5. To be responsible for the **induction and supervision of staff, and the day to day running of the shift** across all households.
6. To promote **resident wellbeing, security and safety** by assessing, monitoring and evaluating individual care needs in partnership with the resident.
7. To be responsible for ensuring the principles of the Mental Capacity Act (2005) are used to protect people who lack capacity and maximise their **ability to make decisions**.
8. Lead and implement an ongoing programme of tailored and meaningful activities focused on **maximising wellbeing, independence, and social engagement**.
9. To create and effectively maintain clear, **accurate care records including care plans and assessment documents**.
10. To work alongside Registered Nurses, **administering medication and controlled drugs**.
11. To ensure **holistic working with the catering and housekeeping departments** and other internal stakeholders.

12. To work with the Deputy Manager to scrutinise incidents, accidents, near misses and events.
13. To maintain good communication with families, GPs and other professionals.
14. To act as a role model for good clinical and care governance practice.
15. Be responsible for the Health and Safety of staff and residents on shift, and ensure incidents, accidents, near misses and events reports and root cause analysis are completed and submitted at the end of each shift.

### Values and Behaviours:

The following are the values that Morden College wishes staff to adhere to in their daily working life. To be:

- **Respectful**

Understand the value of life histories, using them to enhance individual wellbeing and create opportunities for meaningful connections; adapt to differences and focus on individuals not tasks and routines; contribute positively to a culture of mutual respect both in the workplace, and between residents and staff.

- **Compassionate**

Show kindness, dignity, respect, warmth, empathy, and compassion in all interactions; treat every individual as a person, be inclusive and provide support that is tailored to meet need; don't judge.

- **Accountable**

Be self-aware and open; be supportive, take personal responsibility and be answerable for your actions; lead your team; show integrity.

- **Progressive**

To make a real difference to peoples' lives think outside the box; be open to learn and reflect on yourself, your skills, and actions; be adaptable, positive and inspiring; embrace new ideas and technologies.

### Key Duties & Responsibilities:

1. To lead the team taking responsibility and being **accountable for the service** whilst you are on shift - managing the day-to-day activities, allocating staff to ensure an appropriate skill mix to meet resident physical, psychological and social care needs, and through **induction, supervision and appraisal** of staff throughout the year, ensure high employee engagement and performance.

2. In the absence of the Registered Manager and Deputy Manager, be **accountable for the overall care home management**, always ensuring safe working practices and excellence in care for residents.
3. Be a **visible leader, creating a culture** within the dementia household that promotes the **inclusion** of the resident in all social and occupational activities designed to **enhance, stimulate**, develop, and maintain the highest quality of life and enjoyment within the home.
4. **Raise awareness and educate** the care team in supporting the mental and physical wellbeing of individuals with dementia, including the promotion of independence, and fostering an understanding of interventions and techniques for managing behavioural and psychological issues.
5. **Raise awareness and educate** the care team on how to apply the principles of the Mental Capacity Act (2005) to protect people who lack capacity and maximise their ability to make decisions or participate in decision-making.
6. To take appropriate action to remedy any unsatisfactory employee performance issues and report these to your line manager as appropriate.
7. To be familiar with Cullum Welch Policies and Procedures, cascading and interpreting information for the team to **ensure compliance and understanding** and safe practice, whilst providing a **compassionate, warm and caring environment**.
8. Enable good 2-way communication within your team, being **supportive and inclusive and encouraging a culture of mutual respect**; monitoring all care documentation, processes and observing staff practice to enhance performance and ensure a person-centred approach to care at all times. This is to include support plan, medication records, risk assessments and any other resident related documentation to ensure **safe, person centred, efficient and effective** working.
9. Promote resident **wellbeing, security and safety** by walking the floor, being visible and personally engaging with care in all areas of the home to include admissions, day to day personal care, (including answering of call bells), ensuring any changes in a resident's condition is recorded and reported to the appropriate health or social care professional in a timely manner and that **safe, caring and kind practice** is followed by all staff.
10. To ensure harmonious and **respectful** working with the **catering and housekeeping departments** and **other internal stakeholders**, ensuring a holistic and efficient service is provided to the residents.
11. To maintain good **communication with families, GPs and other professionals** to ensure continuity of care and enable systematic assessment, monitoring and review processes.

12. To work with the Deputy Manager to scrutinise **incidents, accidents, near misses** and events, take measures where possible to prevent reoccurrence and document lessons learned.
13. Be **responsible for the Health and Safety of staff and residents on shift**, and ensure incidents, accidents, near misses and events reports and root cause analysis are completed and submitted at the end of each shift.
14. To act as a role model for **good clinical and care governance practice** and to comply with **safeguarding procedures** and reporting within the care home.
15. To be responsible for the safe and appropriate management, **administration and recording of medication, including controlled drugs and oxygen**, in accordance with Cullum Welch Court Policies and Procedures.
16. Responsible for the medication competency assessment of Senior Care Workers to **enable staff development** and ensure **resident safety** at all times.
17. To be the **named worker** of specific residents, monitoring their physical, psychological, and social care needs, wellbeing, and personal preferences, including meaningful occupation and activities, dietary preferences, weight change etc to ensure **person centred care** is practised and timely interventions are implemented as necessary.
18. Lead and implement an ongoing programme of tailored and **meaningful activities** focused on maximising everyone's wellbeing, independence, and social engagement, whilst nurturing and promoting their right to choose. Always responding positively and cheerfully to all enquiries, role modelling **compassion and respect in all aspects of the care home**.
19. To support the team in day-to-day activities, such as preparing light meals/snacks as required, washing up, cleaning spillages etc ensuring a hygiene and odour free environment, acting as a **role model** to your team and encouraging residents wherever possible to be involved and **fostering a homely environment**.
20. To attend all training as required and in particular keep personal mandatory and legislative training up to date, always being **open minded** and **progressive** in your thinking.
21. Participate in the **training of staff** and measure learning through supervision in order to support staff in their further development.

### **General Duties and Responsibilities:**

1. To maintain confidentiality and to comply with the College policy thus ensuring security in the management and use of information at all times.

2. To contribute to close working relationships with all personnel and to help to build an open, honest, and happy culture that facilitates learning, creativity and excellence of delivery.
3. To be empathetic and courteous to residents and their relatives, always treating them with care and consideration and referring any issues or incidents directly to management/nursing staff as appropriate.
4. To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, absence cover and taking part in College events.
5. To operate in accordance with the College's policies and procedures as detailed on the College's website and intranet and as set out in the Staff Handbook and elsewhere, and ensure compliance with Safeguarding Adults policies, Care Quality Commission legislation and key lines of enquiry.
6. To work in accordance with the Health and Safety at Work Act 1974 and related College regulations; understanding the health and safety policy and ensuring that care is taken to protect the health, safety and welfare of residents, staff and visitors in Morden College. This will include reporting of faulty equipment to the relevant manager.
7. To undertake training as necessary in line with development of the post.
8. To participate fully in the performance management process and undertake Continuing Professional Development as required.
9. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
10. To ensure compliance with the General Data Protection Regulations 2016 and the Data Protection Act 2018.

*This job description is not meant to be exhaustive and will be reviewed and amended as necessary to meet the changing needs of the organisation. It will also be used as the basis for determination of objectives and the contents will be used as part of the appraisal process. This job description has been agreed between the post holder and Morden College.*