

Job Description & Person Specification

Job Title Lead Care & Support Worker	
Responsible to	Registered Home Manager
Responsible for	Care Support Staff
Department/Location	Footprints
Date/ Version	June 2022, Version 2
Purpose of job	To supervise and participate in the delivery of care to children, leading the team to ensure a person centred approach. To provide effective leadership for care staff and work effectively with colleagues to ensure children's needs are met.
Key Responsibilities	<ol style="list-style-type: none"> 1. To actively participate and supervise in the delivery of care to children, ensuring their physical, social, intellectual and emotional needs are met and ensuring dignity, choice, independence and respect. 2. Lead the staff handover, sharing key information relating to the children in the service. 3. Sign in and out the Electronic Care Planning devices, bleeps and pod keys at the beginning and end of each shift to staff. 4. Organise the carers' shift responsibilities to make sure that the deployment of staff best meets the needs of the service. 5. Provide support and direction to Care staff. 6. Administer prescribed medication to children and assist in the management of an effective system for the safe control and administration of medication in accordance with policy and procedures. 7. Complete Stage one triage of all incident forms that occur on shift. 8. Complete an 'Environmental Walk' each shift and record findings. 9. Complete MCA's for each children on arrival. 10. Complete and withdraw DOLS applications where required, updating the DOLS tracker to reflect changes. 11. Print the PEEP for each children on arrival and update the Fire Folder so it is accurate at the end of each shift. 12. Remove PEEPs for children who have discharged from the building. 13. Update Risk Assessments and Care Plans with updated care needs for children as they change. 14. Liaise with GP's, Nurses, Care Managers and other professionals as and when required. 15. Collect paperwork for each children when they leave the service and forward to the Admission and Discharge Administrator. 16. With the Management team, ensure that all staff achieve their own objectives and duties, and assist them to achieve their own personal development plans. 17. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

	Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.
Expectations	<ol style="list-style-type: none"> 1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies. 2. Ensure the views and needs of our service users inform and guide your work wherever possible. 3. Adhere to professional standards and legislation in relation to CQC and Ofsted. 4. Adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring the Health and Safety of own and others at all times) and any other relevant law/legislation. 5. Develop positive relationships with colleagues and other key stakeholders. 6. Keep abreast of internal and external developments and respond accordingly 7. Attend and contribute to team, departmental and other relevant internal meetings, such as training, supervision and appraisal so that at all times this post, either directly or indirectly, provides the highest standard of care to people who use our services. 8. Attend and contribute to staff training and any other training identified as appropriate for the role. 9. Contribute to making SPF an environmentally friendly workplace. 10. To identify members of the team with potential and encourage and support ideas and innovation within the service and the role. 11. Accept responsibility, show commitment and lead by example. 12. Promote a cohesive team approach, working collaboratively to ensure delivery of the highest quality care to our children and to ensure that our colleagues are well supported to deliver that care.
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Essential Criteria	<ol style="list-style-type: none"> 1. Extensive experience in a health or social care setting. 2. Level 3 Qualification in a Health and Social Care setting. 3. Ability to clearly and appropriately communicate both orally and in written form with internal and external stakeholders. 4. Good basic care planning skills. 5. Ability to work as part of a team and with other stakeholders in a collaborative and engaging way. 6. Demonstrable understanding and commitment to SPF's aims, values and objectives. 7. Demonstrate an empathy and understanding of the needs of our children. 8. Commitment to your own continuing professional and personal development. 9. Ability to effectively supervise individuals and a team.

	<ul style="list-style-type: none"> 10. Ability to take ownership for decisions that do not always have a positive outcome. 11. Have a proactive and problem solving approach to managing the floor. 12. Knowledge of MCA, DOLS and CQC and Ofsted Regulations. 13. Ability to work on own initiative and under pressure in a diverse and changing environment.
Desirable Criteria	<ul style="list-style-type: none"> 1. Direct or indirect experience of disability or supporting those with disabilities. 2. Full UK Driving Licence. 3. Evidence of continuous professional development. 4. Level 5 Qualification in a Health and Social Care setting or a willingness to work towards this within 12 months of being in the role. 5. Related qualifications in Team Leading/Supervising a Team.
Signed (Employee)	
Print Name	
Date	