

# Job Description & Person Specification



<b>Job Title</b>	
<b>Job Title</b>	<b>Lead Care and Support Worker</b>
<b>Responsible to</b>	Home Manager
<b>Responsible for</b>	N/A
<b>Department/Location</b>	Lady Dane Farmhouse
<b>Date/ Version</b>	June 2022 V2
<b>Purpose of job</b>	To supervise the care team and participate in the delivery of care to service users, leading the team to ensure a person centred approach is delivered. To provide effective leadership for care staff and work effectively with colleagues to ensure service user needs are met.
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To ensure that the highest standard of essential and routine care is delivered at all times under the direction of the Home Manager.</li> <li>2. To be responsible for the guidance, support and basic training of new Care and Support Workers.</li> <li>3. Maintain and complete clear and comprehensive records.</li> <li>4. To assist the Home Manager in the supervision of staff, planning and allocation of work.</li> <li>5. Assist with bed making, serving of meals and feeding, use and care of hoists; showing proficiency in all movement and transferring techniques.</li> <li>6. Assist in the preparation of individual nursing care plans and the keeping of written reports.</li> <li>7. To co-operate with visiting Doctors, Nurses, Physiotherapists and Occupational Therapists.</li> <li>8. Be responsible for handling medication.</li> <li>9. To complete weekly in-house audits.</li> <li>10. Assist with the welcoming of new service users and their families to the Home.</li> <li>11. To encourage and support service users in reaching their full potential.</li> <li>12. Ensure a safe and clean environment is maintained at all times within the Home.</li> <li>13. Maintenance of stores and equipment; including the cleanliness of bedrooms, wheelchairs and hoists etc.</li> <li>14. Manage the team's work to ensure that all staff achieve their own objectives and duties, and assist them to achieve their own personal development plans.</li> <li>15. To carry out fire and security checks as directed and be familiar with all routine and emergency procedures.</li> <li>16. To be an ambassador for the Home, demonstrating the values of the Foundation</li> <li>17. To support the aims and objectives of our Charity and play a full and active part in working so that at all times this post is providing the highest standard of care to people who use our services.</li> <li>18. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably</li> </ol>

	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.
<b>Expectations</b>	<ol style="list-style-type: none"> <li>1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies.</li> <li>2. Ensure the views and needs of our service users inform and guide your work wherever possible.</li> <li>3. Adhere to professional standards and legislation in relation to CQC.</li> <li>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.</li> <li>5. Develop positive relationships with colleagues and other key stakeholders.</li> <li>6. Keep abreast of internal and external developments and respond accordingly.</li> <li>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.</li> <li>8. Attend and contribute to staff training and any other training identified as appropriate for the role.</li> <li>9. Contribute to making SPF an environmentally friendly workplace.</li> </ol>
<b>Person Specification</b>	
<b>Essential Criteria</b>	<ol style="list-style-type: none"> <li>1. Direct or indirect experience of disability or supporting those with disabilities.</li> <li>2. Ability to complete the Care Certificate/Common Induction Standard within probation period if not already attained.</li> <li>3. Level 3 Qualification in a Health and Social Care setting or a willingness to work towards it.</li> <li>4. Ability to work on own initiative and part of a team.</li> <li>5. Be honest, reliable and trustworthy.</li> <li>6. Must be flexible and able to meet the working pattern demanded by this post.</li> <li>7. Ability to clearly and appropriately communicate both orally and in written form with internal and external stakeholders.</li> <li>8. Ability to work as part of a team and with other stakeholders in a collaborative and engaging way.</li> <li>9. Demonstrable understanding and commitment to SPF's aims, values and objectives.</li> <li>10. Commitment to your own continuing professional and personal development.</li> </ol>
<b>Desirable Criteria</b>	<ol style="list-style-type: none"> <li>1. Experience of working in Supervisory roles.</li> <li>2. Previous experience of working/studying in care.</li> </ol>
<b>Signed (Employee)</b>	
<b>Print Name</b>	
<b>Date</b>	