

Job Description & Person Specification



Job Title Lead Care and Support Worker - Supported Living Team	
Responsible to	Registered Manager - Lifestyles Community Services
Responsible for	N/A
Department/Location	LCS, Supported Living Team at Lady Dane Farmhouse
Date/ Version	26 September 2023
Purpose of job	Lead a small exclusive team to provide support to individuals in self-contained supported living accommodation. Ensure a person-centered approach is delivered. To provide effective leadership for care staff and ensure service user needs are met.
Key Responsibilities	<ol style="list-style-type: none"> 1. To ensure that the highest standard of essential and routine care is delivered at all times under the direction of the Registered Manager. 2. To encourage and support service users in reaching their full potential. 3. Be responsible for the safe custody of medication, including ordering, auditing (alongside the CQM and Management team) and administration (alongside Care and Support Staff). 4. Manage allocation and daily timetables for care staff to follow ensuring an active and independent lifestyle is promoted where possible. 5. To be responsible for welcoming new staff into the team by giving support, guidance and training. 6. Act as a mentor and complete the new staff induction for all newly appointed staff. 7. Maintain and complete clear and comprehensive care plans, audits and risk assessments. 8. Maintain and complete MAR Charts. 9. To assist the Registered Manager in holding team meetings, completing staff supervisions and the planning and allocation of work. 10. To assist with the use and care of hoists, showing proficiency in all movement and transferring techniques. Assist and complete pre-assessments, individual care plans and written reports. 11. To act as an advocate and be the first point of contact for visiting Doctors, Nurses, Physiotherapists and Occupational Therapists. 12. Assist with the welcoming of new service users and their families to the services. 13. Ensure a safe and clean environment is always maintained.

	<ol style="list-style-type: none"> 14. To carry out fire and security checks, including the directing of evacuations from the services in the event of an emergency. 15. 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. 16. Initial management of incident forms as they are received. Processing of incident forms to make sure that they reach the relevant individuals. Identification of 2nd level intervention and pass on to the Deputy Manager/Manager. 17. To manage and deal with Petty Cash for all services and for individuals living in the services where appropriate. 18. Ordering continence supplies. 19. Arranging equipment repairs (e.g., Wheelchairs). 20. Completing staff competencies, specifically in relation to medication administration, manual handling, and BIC. 21. Undertaking staff supervision for an identified supervision group. 22. Completing regular observations in relation to working practice and identifying areas for improvement. 23. Taking part in internal and external audits as directed by the management team. 24. Leading on and supporting the implementation of electronic systems including PCS, ATLAS and Care Audits. 25. To be an ambassador for Lifestyles Community Services, demonstrating the values of the Foundation. 26. 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. 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

	<ul style="list-style-type: none"> 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 8. Contribute to making SPF an environmentally friendly workplace.
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Essential Criteria	<ul style="list-style-type: none"> 1. Direct or indirect experience of disability or supporting those with disabilities. 2. Basic computer skills. 3. Ability to complete the Care Certificate/Common Induction Standard within probation period if not already attained. 4. Level 3 Qualification in a Health and Social Care setting or a willingness to work towards it. 5. Ability to work on own initiative and part of a team. 6. Be honest, reliable and trustworthy. 7. Must be flexible and able to meet the working pattern demanded by this post. 8. Ability to clearly and appropriately communicate both orally and in written form with internal and external stakeholders. 9. Ability to work as part of a team and with other stakeholders in a collaborative and engaging way. 10. Demonstrable understanding and commitment to SPF's aims, values and objectives. 11. Commitment to your own continuing professional and personal development. 12. Be willing to undertake the train the trainer course to support you in delivering competencies.
Desirable Criteria	<ul style="list-style-type: none"> 1. Experience of working in supervisory roles. 2. Previous experience of working/studying in care. 3. Full driving licence.
Signed (Employee)	
Print Name	
Date	