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| Daneswood  Job Description | | | | C:\Users\Androulla\Pictures\Daneswood Logo Words Side.png |
| Job Title | Shift Leader | | | |
| Staff Name |  | Date of Birth |  | |
| Line Manager | Team Leader | Start Date |  | |
| Summary of Role | | | | |
| The shift leader will lead the staff team on duty in delivering professional support to staff and our residents, work flexibly and as part of the whole staff team and deputise for the team leader in their absence. | | | | |
| Main Responsibilities, Tasks and Duties | | | | |
| **MAIN RESPONSIBILITIES, TASKS & DUTIES**   * Provide support to the Team Leaders and Manager on duty. * Accept delegated responsibility for the implementation of identified and agreed plans. * Assist in ensuring the safe administration, storage, and regular ordering of medication. * Promote the maintenance of sound administrative practice of the service by maintaining full and comprehensive records for identified residents, including personal finances, and care plans. * Work constructively and professionally with other staff as an effective member of the team and role model, giving clear direction to the team. * Comply with and ensure that all policy requirements, including Health and Safety are met. * Act as a personal co-ordinator to individually identified and maintain regular family contact to advise on individual’s progress as requested by team leader. * Lead and assist in the daily supervision, support, and guidance of all Support Workers on duty. * Ensure the promotion of good public relationships locally and the maintenance of good relationships with other outside agencies. * Ensure the respect, dignity, and rights to privacy of the residents as far as possible. * To maintain confidentiality for all areas of the organisation, its staff, and its work. * To encourage a resident to become and remain as independent as possible. * To become familiar with and follow each resident’s individual care plan and meet their needs in a holistic way. * To meet individual residents’ needs in a holistic way. * To assist a resident with personal care tasks such as getting up in the morning, dressing, undressing, washing, bathing, using the toilet and changing incontinence pads. * To help residents with mobility problems and other physical disabilities and use the supplied equipment to assist service users with their mobility as agreed in their care plan. * To enable each individual resident to participate in an activity program designed specifically to meet their needs which will include both on and off-site activities. * To work on a 1:1 basis with individual residents as allocated. Understanding diagnosis, medication, care and activity plans. * To accompany and support the resident during mealtimes and with the clearing away after their meal. * To ensure Daneswood achieves high standards of cleanliness. * To answer the door and the telephone, when appropriate; welcome visitors and ask them to sign the visitors’ book. * To read and write reports; take part in staff meetings and resident's meetings. * To work cooperatively on a rota basis covering shifts including early mornings, evenings, weekends and bank holidays. * To comply with the Home's guidelines and policies at all times. * To report to the Manager any significant changes in the health or circumstances of a resident. * To undertake and complete training activities as agreed and directed. Liaise with all relevant stakeholders for services provided at Daneswood to ensure that residents best interests are identified, and their needs met including attending reviews as necessary. * To act as a Keyworker to an allocated resident. Understanding diagnosis, medication, care and activity plans. * To perform such other duties as may reasonably be required.   **PERSON SPECIFICATION**  **Shift Leader**   |  |  |  | | --- | --- | --- | | **Criteria** | **Essential**  **In order to be shortlisted for interview** | **Desirable** | | **Qualifications** | * NVQ 3 Health & Social Care |  | | **Experience** | * 2 years’ experience of working with vulnerable people. | Experience of leading a shift | | **Knowledge** | * Understanding of:   Equal Opportunities   * Health and Safety | * Current Legislation relating to Adults with Learning Disabilities | | **Skills/Qualities** | * Flexible * Literate and Numerate * Creative and Dynamic * Good communication skills | * Home Based Skills eg DIY, Cooking and Gardening * Driving Licence | | | | | |