

## Paxton Hall Care Home

### Job Description

Position: Team Leader - Supervisor  
Responsible to: Manager and Deputy Manager

#### Purpose of position

1. To be responsible for directing and working with care staff on shift. To be the person-in-charge in the absence of management.
2. Help other members of the care staff in all aspects of their work by teaching and example.
3. To ensure that all staff on shift work to the core values outlined in our statement of values and philosophy of care.

#### Principal responsibilities

1. To be responsible for the shift by directing care assistants on duty, ensuring that proper records are kept during the shift and the handovers are detailed and effective so that everyone is aware of the needs of each resident under their care.
2. Ensure at the start of each shift that the shift is properly staffed as per the rota. Speak to the previous shift lead, including night staff, to ensure that any calls received from staff regarding their availability are noted and cover arranged where necessary. Ensure that senior staff and or the administrator is informed of changes to the rota and any outstanding issues in arranging cover.
3. Help to ensure that all carer assistants on shift contribute to the best of their ability to the efficient running of the home and the creation of a good atmosphere in the home.
4. Check residents who are unwell or frail and report any concerns to management. Call the GP or the ambulance service when necessary.
5. Deal with GPs and other health professionals (e.g. District Nurse) during their visits.
6. Support residents with their personal care needs through both directing and supervising other staff as well as by providing direct care.
7. Be responsible for the medication rounds during the shift. Assist with medication audits and the ordering and booking in process.
8. Encourage residents to participate in activities which will enhance their quality of life.
9. Assist with the development and updating of care plans.
10. Ensure that serving of food meets the required standards.
11. Help maintain such records as may be required by the Manager and the proprietors.
12. Help to ensure that rooms and common spaces are properly cleaned and adequately heated.
13. Participate in staff meetings and in staff training and development activities.
14. Perform other duties as may reasonably be required.

In discharging the above responsibilities, the Supervisor will at all times:

1. Be aware of all relevant Fire Regulations and Safety Procedures.
2. Be mindful of Health and Safety of everyone in the home.
3. Comply with the home's Policies and Procedures at all times.

END