

JOB DESCRIPTION - CARE SUPERVISOR

Responsible to: Deputy Manager

Purpose of Position: To assist the Deputy Manager in the management and delivery of high quality resident care in accordance with the policies and procedures of Greensleeves Care.

Under the guidance of the Deputy Manager take responsibility for the safe and effective running of the day and night care service.

To teach and lead by example, new and inexperienced staff members in all aspects of their work in the home.

To assist the Registered Manager in the management of the home and to take overall responsibility for the home in the absence of the Registered Manager and Deputy Manager.

To provide sleep-in cover when necessary.

To assist and participate in an on call advice only support system to the home.

Values: To promote and adhere to the Greensleeves Care workplace values of respect, openness and responsibility.

Principal Responsibilities

Residents

- Ensure that high standards of care are delivered to meet the needs of the individual resident and to monitor and maintain these standards.
- Ensure that residents' physical and emotional needs are identified and met through effective assessment and care planning.
- Ensure that residents are given the opportunity to maintain their dignity, choice and individuality.
- Ensure the care and safety of residents and their possessions.

- Ensure the healthcare needs of the residents are met through supervision and mentorship of the Senior Careers.
- Ensure twelve monthly reviews with relatives and residents are completed.
- Ensure that all records relating to residents are understood, acted upon by all staff and are reviewed on a regular basis as per Greensleeves Care Policies and Procedures.
- Oversee the ordering, storage, stock control and safe administration of medication.
- Ensure that the necessary records are maintained in accordance with Greensleeves Care Policies and Procedures and in-house protocols.

Staff

- Under the supervision of the Deputy Manager lead, manage and develop the work of the day and night care teams by setting objectives and supervising staff in accordance with Greensleeves Care Policies and Procedures and in-house protocols.
- Work with senior careers, and where appropriate careers both day and night in a “hands on” supervision/mentorship role
- Help to ensure that all care, domestic and kitchen staff contribute to the best of their ability to the efficient running of the Home and the creation of the right atmosphere.
- Take responsibility for producing the day and night staff Rota and approve annual leave requests in accordance with in-house protocols in the absence of the Deputy Manager.
- Lead, manage and develop the work of the staff team, under the supervision of the Registered Manager, by setting objectives and supervising staff. Carrying out appraisals and ensuring development needs are met through appropriate training and staff development programs.
- Ensure that there is effective communication between staff and management.
- Ensure that staff are aware of, and follow the Greensleeves Care Policies and Procedures Manuals.
- Take responsibility for ensuring new staff complete all the components of Greensleeves Care Induction Program.

- In liaison with the Deputy Manager ensure all staff complete the required mandatory training within the stated time frames
- Assist the Registered Manager or Deputy Manager in the recruitment and selection of new care staff, including night care positions.
- To conduct pre-admission assessments for prospective residents and compile care plans to support new residents before admission.
- Participate in the Quality Assurance Auditing system.

Organizational

- Ensure that all relevant statutory, registration and contractual requirements are met and that the Greensleeves Care policies are correctly applied.
- Assist Deputy Manager to ensure that all records required to be kept in the home by the Health and Social Care Act 2008 and any subsequent relevant legislation are maintained accurately, and are up to date. To have these available for inspection by the Care Quality Commission or anyone appointed by Greensleeves Homes Trust.
- Ensure the Trust's procedures are followed and help maintain the procedures that relate to work and practices within the Home.
- Ensure that Equal Opportunity policies are followed and promoted within the home with regard to both staff and residents.
- Help monitor the efficient use of utilities, supplies and equipment recommending improvements where identified.
- Help ensure that the fabric and security of the building are properly maintained and any repairs are reported and dealt with promptly.
- Help to maintain the standards set for the appearance and upkeep of the premises

General

- Work within the values and quality standards that the Trust considers necessary to meet its objectives

- Assist the Deputy Manager in stock control and ordering and purchase of supplies as required.
- Ensure that consistency of standards of the Home are met; to include one senior shift a month, audits and spot checks when required by the Registered Manager.
- The post holder should hold a QCF Level 3 certificate in Health and Social Care
- The post holder should be prepared to complete a 3 Day First Aid at Work Certificate
- A commitment to be flexible and to embrace change is expected.
- In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the Registered Manager or Deputy Manager from time to time.

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____