

## **JOB DESCRIPTION**

**TITLE:** Shift Leader

**ACCOUNTABLE TO:** Home Manager

**REPORTS TO:** Home Manager

**QUALIFICATIONS:** QCF Level 2 Diploma in Health and Social Care minimum

### **Job Purpose**

This position calls for a flexible approach and will involve assisting the Line Manager to develop innovative and effective practice relating to team building, service user involvement, key working and outcome monitoring as set out in the CQC standards.

You will be committed to the provision of a high quality service using the person centre support plans and PROACT-SCIPr-UK® philosophy at all times.

In accordance with National Minimum Standards and The White Paper Valuing People, the staff member will endeavour to contribute and participate in providing quality care and life experiences to the service user based upon the six basic values of privacy, dignity, independence, choice, rights and fulfilment. To be available to work and help provide a therapeutic, supportive, structured and relaxed environment in which service users can develop and enjoy their lives.

### **Main Duties**

- Work as part of a team being responsible to your Line Manager for the well-being of service users.
- To work with all staff in providing an effective 24-hour service and to demonstrate a reasonable degree of flexibility to ensure all shifts are covered with the required staffing levels – including sleep in duties.
- To carry out supervisions as directed by the Home Manager.
- To be proactive and empower service users to participate in the daily up-keep and running of the home.
- To work in accordance with the objectives of Care Opportunities, its policy and procedures at all times. To assist the Manager to develop innovative and effective practice relating to Service User Involvement, key-working and monitoring outcomes as set by CQC
- To ensure that the support plans, as agreed by the Clinical Team, are consistently implemented on a daily basis.
- Assist service users in having the opportunity to voice their views and be involved in the management of service delivery.

- Maintain service user confidentiality within the policies and procedures laid down for the service.
- Ensure service users are treated with respect and their dignity is maintained at all times.
- To maintain appropriate professional boundaries at all times.

### **Finances**

- Assist the service users with their finances in line with their own personal plan and company policy.
- To ensure that all financial reconciliations – daily / weekly / monthly - are completed and keep Household Monies topped up.
- On shift changes, ensure that a thorough handover of finances is completed and signed for.
- Collect weekly bank statements and give to the Manager
- Notify the Manager of any discrepancies.

### **Quality Assurance**

- To assist in the monitoring and assessment of service delivery.
- To assist the Home Manager in ensuring the home meets all requirements in line with current legislation.
- To assist in reviewing and updating policies and Procedure to ensure continuous development and improvement.

### **Other Duties**

- To use initiative in making the best use of all available resources in the home, to meet the needs of each service user.
- To assist in maintaining a good standard of hygiene and tidiness within the home, when required, to check all equipment including emergency and fire equipment.
- Ensure active compliance with Health and Safety at Work Act 1974, Fire and any other statutory legislation.
- To ensure accurate recording as set out by the Home Manager.
- To participate in staff meetings, contributing to the review of current working practices and future developments.
- To participate in relevant training to update and enhance knowledge base.

This Job Description is not intended to be a complete list of duties and responsibilities, but indicates the main aspects attached to this post and should be read in conjunction with the Companies Policies and Procedures.

## PERSON SPECIFICATION

### JOB TITLE: SHIFT LEADER

<b>Characteristics</b>	<b>Essential</b>	<b>Desirable</b>
Educational Requirements	QCF Level 2 Diploma in Health and Social Care.	QCF Level 3 Diploma in Health and Social Care.
Experience	12 months experience in the care field.	12 months experience hands on working with adults with learning disabilities and challenging behaviour.
Skills	<p>Able to demonstrate ability to promote effective communication and relationships between service users, co-workers, parents and senior managers.</p> <p>Good interpersonal skills.</p> <p>Ability to demonstrate problem solving skills and ability to react quickly and effectively, often in challenging and difficult situations.</p> <p>Good understanding of Health &amp; Safety legislation applicable to a Care Home environment.</p>	<p>Supervisory Experience.</p> <p>Basic IT.</p>
Personal Attributes	<p>Non- discriminatory and non-judgemental practice.</p> <p>Professional approach to work.</p> <p>Hard working and motivated.</p> <p>Enthusiastic, willing to learn new skills and reliable.</p> <p>Ability to promote independence.</p> <p>Experience of forming and maintaining appropriate professional boundaries.</p>	