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| **LIVERSAGE TRUST – LIVERSAGE COURT** |
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| **JOB DESCRIPTION** |

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| **1.** | **JOB DETAILS** | | |
|  | **Job title:** | | Senior Team Supervisor / Relief Senior Team Supervisor |
|  | **Hourly rate:** | | £11.05 an hour plus £25 a month first aid qualification payment  With effect from 1 April 2019 |
|  | **Average weekly hours:** | | 4 Supervisors on 28 hours and 1 Supervisor on 37.33 |
| **2.** | **JOB PURPOSE** | | |
|  | To assist with the operation of Liversage Court (the Court) within the policies laid down by the Trust and in accordance with statute and regulation, under the direction of the Care Home Manager or, in his/her absence, the Deputy Care Home Manager. | | |
|  | To supervise the activities of all staff on shift, including those not directly managed, to ensure that the Court runs smoothly and meets the personal and social care needs of residents. | | |
| **3.** | **REPORTING LINES** | | |
|  | **Responsible to:** | The Care Home Manager or, in his/her absence, the Deputy Care Home Manager | |
|  | **Responsible for:** | Care Assistants, Care Team Leaders, Kitchen Assistants, Housekeepers, Domestics | |
|  | **Direct supervision:** | Three as allocated | |
| **4.** | **PRINCIPAL ACCOUNTABILITIES AND ACTIVITIES** | | |
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|  | Undertake, directly or indirectly, all tasks necessary for the efficient running of the Court while acting as supervisor on shift. | | |
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|  | Assist with providing a stimulating environment for the care, well-being and independence of residents. | | |
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|  | Closely monitor the delivery of care to ensure that all residents’ rights to dignity, privacy and choice are respected, and report any concerns to the Care Home Manager, or the Deputy Care Home Manager without delay. | | |
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|  | Regularly review and update residents’ care plans and risk assessments, either on line or handwritten, as required and ensure staff always comply with these when caring for residents. | | |
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|  | Be directly responsible for ordering, checking and administering medication following all external legislation and internal policies and procedures. | | |
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|  | Ensure that policies and procedures and job guidance are known to and carried out by staff, throughout your shift. | | |
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| **4.** | **PRINCIPAL ACCOUNTABILITIES AND ACTIVITIES continued** | |
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|  | Maintain statutory and other necessary records. | |
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|  | Deal with visitors, both in person at the reception window, on the telephone and in writing, liaising with colleagues and outside agencies as required to resolve issues sensitively and appropriately. | |
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|  | Check the daily diary for residents’ appointments / visits and book transport as required. | |
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|  | Check the staff rota diary and make sure that all shifts are covered. | |
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|  | Within delegated authority, when necessary, order goods and services required for the smooth running of the home. | |
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|  | Liaise with the Cook to make sure that the food served meets the needs of individual residents and that the kitchen is running smoothly. | |
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|  | Participate in the recruitment and selection of staff and, as required, with induction and training. | |
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|  | Carry out supervision / appraisal sessions after training from the Care Home Manager / Deputy Care Home Manager, for allocated Care Staff. | |
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|  | Observe fire drills and make sure you take all appropriate health and safety precautions, including operating all machinery and equipment in such a way as to ensure your own safety, the safety of residents, other employees and anyone else in the Home. | |
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|  | Ensure that the Court provides both a caring and safe environment for residents and staff alike. | |
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|  | Bring to the attention of the Care Home Manager, or the Deputy Care Home Manager any repairs required to fixtures and fittings and to the fabric of the building. | |
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|  | Attend staff meetings and resident meetings. | |
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|  | Satisfactorily complete your induction programme and attend all required training. | |
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|  | Comply fully with all statutory requirements and ensure all regulated activities are carried out on the shift, in accordance with the Trust’s and the Court’s Policies and Procedures. | |
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|  | Comply with the Trust’s policy on employees protecting themselves against serious disease, particularly Hepatitis ‘B’, with up to date immunisations. | |
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|  | **Notes for postholder:** | |
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|  | You are required to undertake all mandatory training and hold all mandatory qualifications, including holding and maintaining a first aid certificate that is acceptable to the Trust. | |
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|  | You must treat as confidential any intimate personal details relating to residents’ circumstances or private affairs, show respect for residents, maintain their dignity and ensure that their quality of life is protected at all times. | |
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|  | You should never become involved in the legal or financial affairs of any resident. | |
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| **5.** | **FOR COMPLETION BY SUCCESSFUL CANDIDATE** | |
|  | I have received a copy of this job description and accept that the accountabilities and activities attached to the job are as indicated. I understand that the job description is intended to give me an appreciation of the role and range of duties involved in the job. I accept that it is not exhaustive and will be reviewed from time to time. | |
|  | **Signature:** |  |
|  | **Date:** |  |