



Job Description

JOB TITLE: Team Leader

REPORTING TO: Home Manager & Registered Nurses

JOB PURPOSE: To take joint responsibility with the Registered Nurses for the care of residents and leadership of shifts, in line with the Butterfly Household Model.

To line manager the Healthcare Assistants.

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- An understanding of the Butterfly Model
- Great communication and organisational skills
- Good self-awareness and emotional intelligence
- Self-motivated, proactive, flexible & adaptable
- Creative problem solving
- Positive risk-taking approach
- Friendly, firm and fair leadership style
- Genuine passion for working in adult social care
- An appreciation of need for confidentiality and data protection
- Satisfactory DBS check
- NVQ Level 3 or higher in Health & Social Care
- Medication administration training

Desired:

- NVQ Level 2 or higher in Leadership
- 'Being a Butterfly' training
- Other specialist/champion training, such as End of Life, Hydration etc.

MAIN RESPONSIBILITIES

Care:

1. House Leadership – being inspirational, passionate about quality dementia care and capturing positive moments.
2. Shift Leadership - focusing the team each day on merging clinical care, personal care and quality of life.
3. Coordination of house team – creating best use of the staffing and people's skills to bring out the best.
4. Appraisal and development of the team.



5. Coordination of the Butterfly Model in terms of the environment, the mealtime experience and being occupied meaningfully.
6. Modelling / Monitoring practice as a leader for a minimum 5 minute period per hour.
7. Observation – 5 minutes per hour as house leader of quality of life and best use of staff.
8. Liaison with nurse on achieving clinical care.
9. Individual daily plans for each person allocated to team members.
10. Renewing / staging the environment.
11. Coordination across house issues in the care home as a House Leader to ensure house leaders aware of issues and people's needs across the home.
12. Butterfly meaningful occupation implemented on a daily basis.
13. Coordinating Care Plans / life histories in place for each individual.
14. Positive handovers – preventing horrible handovers by focusing on the positive.
15. Family Involvement – really including visitors and family members in the daily running of the house.
16. Mealtime experience – ensuring real choice, a shared experience and meaningful mealtime being engaging.

Communication:

17. Communicate any significant issues to Registered Nurse on duty and Home Manager.
18. Ensure effective communication between departments during shifts.
19. Ensure multi-disciplinary communication when making best interest decisions.
20. Ensure any changes to care plans are communicated with staff in a timely manner.
21. Participate in staff, residents and relatives meetings, as and when required.
22. Report any observations of bad practice to Home Manager immediately.
23. Provide positive and constructive feedback of staff's person-centred approach in supervisions as well as in real-time.
24. Ensure reporting procedures are effective and efficient on a day-to-day basis, so that service standards are not compromised.

Marketing:

25. Actively promote the home and portray a positive personal / professional profile within the local community, ensuring the good reputation of the home at all times.
26. Support with show rounds as and when required.

Training & Development:

27. Attend mandatory training days/courses, on or off site, as and when required.
28. Maintain professional knowledge and competence.

Health & Safety:

29. Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.





30. Understand and ensure the implementation of the home's Health and Safety policy, and Emergency and Fire procedures.
31. Report to the Home Manager, or the Maintenance Team, any faulty appliances, damaged furniture, equipment or any potential hazard.
32. Promote safe working practice in the home.

General:

33. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
34. Notify the Home Manager as soon as possible of your inability to work, and also on your return to work from all periods of absence.
35. Adhere to all Company policies and procedures within the defined timescales.
36. Be pro-active in getting things done and exceeding expectations of both residents and colleagues where possible.
37. Set a good example of the company dress code and appearance ensuring a professional image.
38. Carry out any other tasks that may be reasonably assigned to you.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Company reserves the right to amend this Job Description from time to time, according to business needs. Any changes will be confirmed in writing.

Please note that you share with The Company the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

