



Role Profile

Title: Shift Leader

Reporting to: Team Leader

Purpose of Role: To plan, implement and supervise the provision of quality care in conjunction with other colleagues ensuring Residents retain their dignity and independence.

To maintain a safe and secure environment for residents and colleagues.

Key Responsibilities & Accountabilities

- To supervise and mentor a team of Carers and provide direct assistance to Residents in all aspects of their care needs (e.g. physical, emotional, spiritual), and all aspects of daily living ensuring residents retain their comfort and dignity.
- Complete observe and review care planning needs for residents and complete written daily records as instructed in line with company policy and procedures.
- Administer medication and audit correct recording of all relevant information relating to medication.
- Mentor staff to induct new starters
- Confidently liaise with GP's, District Nurses and other members of the multi-disciplinary team.
- To act proactively in emergency situations and provide assistance as directed.
- Return to Work Interviews - conduct meetings with staff members returning from sick leave/maternity leave, etc on the day of return and ensure the correct paperwork is fully completed and sent to the HR team no later than 24 hours after return.
- Investigations/Disciplinary Hearings- with the support of the HR team conduct and assist with investigatory and Disciplinary Hearings as requested.
- Respect individual's religious/spiritual beliefs, customs, values and actively support the Resident to fulfil these.
- To act proactively in emergency situations and provide assistance as directed.
- To lead by example on the 4 Core Company Values.

Workplace Values

All staff of The Fed are assessed on their demonstration of the 4 core Company Values, these must be put into practice at all times;

- **Caring:** showing kindness, understanding & compassion.
- **Respect:** focusing on each person's needs, dignity & choice.
- **Excellence:** delivering outstanding advice, support & care.
- **Working Together:** achieving more through partnership & team work.

Health & Safety

- Report immediately to the Person in Charge any illness of an infectious nature or accident incurred by a Resident, colleague, self or another.
- Understand and ensure the implementation of the Care Home's Health & Safety Policy and Emergency & Fire procedures.
- Adhere to the Whistleblowing Policy.
- Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.
- To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder.

Post Holder_____

(print name)

Signature_____

Date_____

Dept/Floor-----