



N NOTARO HOMES LTD

JOB DESCRIPTION

Job Title: Care Supervisor

Responsible to: Deputy Manager

Accountable to: Home Manager

Purpose of the Role

- ❑ To lead the Senior Care Staff and be part of the care team, whose aims are to ensure that the residents' individual clinical (where nursing is involved), personal, psychological and social care needs are met on a daily basis.
- ❑ To promote Person Centred Care.
- ❑ To help promote independence and choice for all individual residents in line with their written and agreed plan of care.
- ❑ To help maintain a stimulating, safe and attractive environment for the residents and ensure all activities undertaken are social care based not task orientated.
- ❑ Having a proactive role into residents individual care plans, recording and ensuring they are kept up to date and reviewed with the individual residents.
- ❑ Develop and maintain a 'key worker' system alongside the Deputy Manager.

Responsibilities

- ❑ To oversee the direct care provision of all aspects for individual residents assessed needs, this may include:
 - Allocating work loads to the whole home, with the Nurses in Charge ensuring skills of care staff and residents individual needs match.

- Assisting where needed in personal care, maintaining privacy and dignity at all times and allowing choice in line with the individuals' capacity to choose and the written plan of care.
- Participation in the basic clinical care (where nursing is provided) of the residents under the supervision of trained staff e.g. Pressure area care, oral care, eye care and foot care.
- Assisting individual residents where needed by the staff team with their assessed toileting needs, including continence promotion.
- Ensuring residents private accommodation is kept clean and tidy and domestic staff are making beds to a high standard and bed linen is always clean.
- Ensuring all staff maintain residents bedrooms to a high standard ~ tidying residents' rooms and doing light cleaning (e.g. bedside tables, en-suite toilets). To empty commodes, where appropriate.
- Ensuring prescribed creams are administered and are stored in line with Health and Safety guidelines in lockable cabinets. This also includes denture cleansing tablets and razors.
- Assisting, where needed by staff, individual residents with assessed problems with their mobility, including those using mobility aids, where appropriate.
- Overseeing and helping where necessary in the serving of meals and drinks, assisting those residents who are unable to feed themselves and ensuring that each resident receives the meal or diet that he/she has requested and is suitable for his/her needs.
- Helping with the admission and discharge of residents, including listing of resident's property/clothing.
- To convey relevant information about the residents to the senior staff in charge, in order that the individual plan of care may be regularly updated and appropriate care given, paying particular attention to any changes observed in the residents physical or psychological condition.
- Assisting where needed in weighing of residents on a monthly basis at least to ensure weight is stable.
- Reporting immediately to the senior staff in charge, any accident or untoward incident, which may occur to a resident, a member of staff or visitor.
- Maintaining confidentiality at all times in line with the company policy.

- ❑ Overseeing and ensuring all residents receive social care and are kept occupied in line with their individual wants and needs.

- ❑ Helping to maintain a safe environment for, residents, staff and visitors, through awareness and compliance of health and safety policies and by attending all mandatory training arranged.

- ❑ Attending appropriate training programmes/courses as available, which will further your personal development.

- ❑ Answering the telephone (when necessary), take clear messages, recording the date, time and who the person was and contact the senior staff in charge immediately.

- ❑ Undertaking any other duties as required, in order to keep the Care Home running smoothly, as delegated by the Nurses in Charge and/or Home Manager.

- ❑ Being aware of steps to take in line with Safeguarding Vulnerable Adult Policies should an allegation of abuse be witnessed or made to you.

- ❑ Understanding the meaning of Whistleblowing.

- ❑ Attending 1:1 supervision sessions with the home/deputy manager of the care home.

- ❑ When competent to do so giving 1:1 supervision to senior care staff and/or care staff.

- ❑ Promoting anti-discriminatory practice throughout your work and maintain equality and diversity throughout the work force. Promoting choice and allowing residents to take risks to allow them to 'live' the way they want to.

Essential Criteria

Must be prepared to train and complete N.V.Q. Level 3 in care.

Must have demonstrated the ability to work both as a team member and on own initiative.

Must be prepared to attend such training sessions as are deemed necessary by the management.

Must demonstrate a loyalty, flexibility and commitment to the Care Home.

Be able to carry out any other necessary duties as agreed with Directors\Operations Team

This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.

I acknowledge the receipt of the above job description:-

Name: _____

Signature: _____

Date: _____

Once signed kindly return to the Home Administrator.
One copy will be retained in your personnel file and the other is for your personal reference.

Reviewed October 2008 / CBa