



TEAM LEADER CARE ASSISTANT JOB SPECIFICATION HOLLY BANK CARE HOME

REPORTS TO:- MANAGER

JOB PURPOSE

To provide high- quality, person centred care and support inline with their individual care plans, promoting dignity, independence and wellbeing. As a senior member of the care team, the senior carer also supports, guides and supervises care staff, ensuring smooth and safe day to day running of the care home.

MAIN DUTIES AND RESPONSIBILITIES

RESIDENTS CARE

- Deliver compassionate, individualised care and support to residents, in accordance with care plans and home policies
- Assist residents with all aspects of daily living, including personal care, mobility and meals, and social activities
- Monitor and record residents physical and emotional wellbeing, reporting any changes to seniors management or health care professionals.
- Administer medication safely and accurately following policies and training
- Support residents in maintaining independence and choice wherever possible

TEAM LEADERSHIP AND SUPERVISION

- Lead by example to promote high standards of care and professionalism
- Supervise and mentor care assistants, providing guidance, training and support as needed.
- Conduct or contribute to care plan reviews and handovers
- Assist with staff inductions and ongoing competency assessments
- Ensure accurate completion of documentation, including care records, incident reports, and medication charts.

HEALTH, SAFETY COMPLIANCE

- Follow and promote all health and safety, safeguarding and infection control procedures.
- Ensure the homes policies and procedures are followed at all times.
- Report any accidents, concerns or safeguarding issues promptly and appropriately

COMMUNICATION AND PROFESSIONALISM

- Maintain respectful and professional relationships with residents, relative, colleagues and external professionals.
- Attend and contribute to staff meetings and training sessions.
- Uphold confidentiality and the values of organisations at all times.

PERSON SPECIFICATION

- Nvq in health and social care
- Experience in residential care, or caring experience within a setting
- Competent in administering medication
- Strong leadership, communication and organisational skills
- Compassionate, patient and dedicated to delivering high-quality care
- Flexible to work shift, including weekends and bank holidays
- Computer Literate