

JOB DESCRIPTION & SPECIFICATION

TEAM LEADER - Days

Location	Copelands, 97 Donaghadee Road, Millisle, BT22 2BZ
Reports to	Registered Manager
Direct Reports	Care Workers
Project Remit	<p>Copelands is Belfast Central Mission's flagship project, providing market leading care for Northern Ireland. It encompasses everything needed to create a genuine home from home where residents can enjoy a fulfilling life.</p> <p>Copelands comprises of six households, each with 10 residents. Each household has its own front door, kitchen and living area as well as access to a communal outdoor area. The home has been designed with the differing cognitive, social, and physical abilities of the residents in mind.</p> <p>Our aim is to provide the best possible care to frail older people, including those living with dementia. We promote the use of familiar and recognisable surroundings and activities to stimulate residents' memories. Visual clues throughout the design help residents with recollection to avoid confusion and increased anxiety. Additionally, it creates opportunities for staff and residents to interact more easily in activities of daily living.</p>
Hours of Work	<p>39 hours per week Three 13 hour shifts a week over a 7-day rota</p> <p>OR</p> <p>26 hours per week Two 13 hour shifts a week over a 7-day rota</p>
Salary	£14.086 per hour
Contract Type	Permanent
Pension	4 % employer contribution (after 3 months of service)
Holidays	<p>21 days per annum increasing by 2 days on 5 years-service and a further 3 days on 10 years-service.</p> <p>12 Public Holidays</p>
Sick Scheme	Sick scheme - 4 weeks full pay & 4 weeks half pay in any 12-month rolling period. (After one year's service)

Benefits	<ul style="list-style-type: none"> • Westfield Health Level 1 - Cash back plan and additional benefit of unlimited MRI and CT scans and 1 PET scan within a 12 month period • Westfield Health Rewards • Long service annual leave increments and scheme • Paid Access NI • Learning & Development opportunities • Long service annual leave increments and scheme
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Job Specification

Essential	
Qualifications & Experience	<ul style="list-style-type: none"> • QCF Level 3 in Health and Social Care or equivalent qualification • Minimum 3 years' experience caring for older people in a residential or community setting
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to work collaboratively and communicate as part of a team • Excellent communication, interpersonal skills, patience, and empathy • Ability to form appropriate supportive relationships with residents and family members where appropriate • Ability to use own initiative to solve problems • Strong leadership skills
Circumstances	<ul style="list-style-type: none"> • Ability to work on a rota basis (7 day week) • Be flexible to work on an ad hoc basis to provide essential cover
The successful candidates will require	
Access NI	This Post is subject to an Enhanced Access NI check. Having a criminal record will not necessarily debar you from working with BCM. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate.
NISCC Registration	If you are or have been registered with NISCC, your registration must be active on commencement of employment. If you have never been registered you must be registered before the end of your probationary period.

Job Description

Scope of Responsibility	<p>You will support the management team with daily operations, managing and mentoring staff, and the provision of individual care to residents.</p> <p>You will ensure compliance with health and safety regulations and act as a liaison between staff, residents, and families, addressing concerns and facilitating effective communication.</p> <p>You will be responsible for ensuring high quality care is being delivered whilst monitoring resource allocation, schedules, and upholding the care home's standards and policies.</p> <p>In the absence of the management team, the team leader will act as the responsible person on shift.</p>
Key Areas of Responsibility	<p><u>Leadership</u></p> <ul style="list-style-type: none"> • Be responsible for the correct custody, control and administering of medication in line with policies and procedures. • Be responsible for offering support, mentoring and supervision to care staff in their day-to-day tasks and lead by example. • Promote and maintain staff morale and encourage teamwork. • Support the management team in the day-to-day running of Copelands in accordance with the Residential Care Homes Regulations (NI) 2005, the RQIA Residential Care Home Minimum Standards August 2011 and BCM's Policies and Procedures. • In the absence of the management team take on the role of responsible person on shift. • Report on all matters concerning the care of the residents and the running of Copelands to the appropriate management channels. • Support the management team to ensure high standards, continuity of care is delivered to residents. • Support the management team to ensure the efficient running and maintenance of Copelands.

- Liaise with other agencies, voluntary groups and individuals in the community to maximise opportunities for residents to socialise and take part in activities in their local community.
- Facilitate the practice and development of the Key Worker System.
- Assist in the placement and supervision of students or any other staff who may be seconded for observation or training.
- Work alongside and support the work of BCM volunteers.
- Maintain stock and inventory procedures alongside other relevant staff members.
- You will follow laid down practice and procedures in relation to monies, valuables and personal items belonging to residents.
- You will have a working knowledge of the operation of the complaint's procedure for residents.

Resident Care

- You will assist residents who need help with dressing, undressing, bathing and the toilet, maintaining standards of hygiene appropriate to the Care of the Elderly.
- You will help residents with mobility problems and other physical disabilities and help in the use and care of aids and personal equipment.
- You will care for residents temporarily sick and needing, for example, bed nursing.
- You will carry out dining room duties, including the transportation of food to dining rooms, serving food and drinks to residents, setting tables and trays, washing-up, tidying and clearing the dining room and the preparation of breakfasts.
- You will assist with domestic duties when required for e.g. make beds, strip and change bed linen, sluicing, laundry, empty commodes etc.
- You will Support residents to take part in activities.
- You will Support residents to maintain links with the community and build new friendships.

Administration and other duties

- Maintain accurate and up-to-date records as required by the Homes procedures and statutory requirements.
- Undertake any administrative tasks in line with the team leader role.
- You will observe BCM's policy in relation to Health and Safety legislation ensuring that staff and residents do likewise and to report to the management team, any matters of concern regarding this.
- Assist in ensuring adequate and safe management and control of financial transactions.

	<ul style="list-style-type: none"> • Undertake new and refresher training as necessary to continue to meet the requirements of the post. • Attend staff and residents' meetings as requested. • Follow evacuation procedures in the case of a fire or other emergency. • Work within health and safety regulations. • You will maintain confidentiality at all times.
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The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.