



## Job Description

**Job Title:** Lead Carer

**Responsible to:** Care Manager

### **Job Purpose:**

- To assist the Care Manager to deliver person-centred care to service users in the Home in line with current requirements and legislation.
- To work to National Occupational Standards to ensure the delivery of a high quality service.
- To assist and develop the Social Care Team and individuals within that team.
- To be the designated person responsible for the Home at agreed times with the support of an 'on-call' rota system.

### **Main Duties:**

1. Deliver quality care which meets the needs of service users.
2. Ensure that the assessment, delivery, monitoring and review of the care provided is properly recorded in service users' care plans.
3. Maintain effective care management arrangements and systems to promote the service users' rights to be cared for in the way they choose.
4. Maintain records in accordance with company requirements.
5. Take responsibility for development of own practice.
6. Assist the Care Manager to support and develop teams and individuals to enhance performance.
7. Assist the Care Manager to maintain the effectiveness of the social care staff team.
8. Support service users to develop and maintain self-esteem and a positive self image.
9. Assess and act upon risks of harm to service users and others.
10. Administer prescribed medication and monitor effects in accordance with Company Procedures.
11. Assist in maintaining healthy and safe practices in the Home.
12. Ensure the cost effective use of resources
13. Participate in training and attend meetings.
14. Represent the Company positively at all times when dealing with enquiries and receiving visitors.
15. Work to Company Policies and Procedures at all times.
16. Undertake other duties that may be required in line with this level of post.

### **Values:**

- Ensure that all practices / activities within the Home reflect the Company's ethos with regard to promoting equality and valuing diversity.