

## **Cairn Home Residential Care Home**

**Job Description:** Team Leader

**Hours:** 36.25 hours per week on a rota basis, including evenings.

**Salary:** From £12.77 per hour

**General Information:** We are seeking a compassionate and experienced Team Leader to join our team. As Team Leader, you will play a vital role in providing high-quality care and support to our elderly residents. This is an opportunity to make a meaningful difference to the lives of others and contribute to their overall wellbeing.

**Cairn Home** is owned and operated by **Sheffield Royal Society for the Blind (SRSB)**, a local independent charity. The prime driver for the home is the highest quality of life for the residents, rather than financial profit.

**Cairn Home** is registered for 30 residents. It has 28 bedrooms, all with en-suite facilities, for permanent residents (one room is a double room) and one room reserved for respite care, also with en-suite facilities. We are currently in the process of refurbishing all the rooms and upgrading the en-suite bathrooms. All our residents are elderly, and many have some level of sight loss, as we specialise in care for visually impaired people.

### **Overall Purpose of the Role**

Cairn Home is committed to providing a quality service to residents, promoting independence and ensuring each individual is treated with respect, dignity and kindness. As a Team Leader you will lead and inspire a team of committed care assistants to provide the highest quality of care to our residents enabling them to live their best lives.

### **Duties & Responsibilities:**

The list of specific duties and responsibilities is not exhaustive and a suitable candidate must be able to work flexibly assuming many different roles and responsibilities.

- Overseeing and guiding care staff, ensuring they are providing high quality care and adhering to established procedures.
- Developing and reviewing individual care plans, ensuring they meet the needs of the service user.
- Assist residents with activities of daily living, including bathing, dressing, grooming, and toileting
- Administer medications as prescribed by healthcare professionals
- Maintain clear and accurate records
- Assist with meal preparation and feeding
- Provide companionship and emotional support to residents
- Help residents maintain a clean and safe living environment

- Liaise with healthcare professionals, families and management regarding residents' needs and progress
- Respond to emergency situations calmly and effectively, providing appropriate support and guidance. first aid when necessary
- On-call duties

### **Person Specification:**

We are looking for someone who is:

- NVQ level 2 or 3 qualified (if level 2 must be happy to work towards level 3)
- Caring, kind, understanding and calm
- At least 12 months experience of working in a senior care role
- Passionate about helping others
- Energetic and outgoing, with a positive, can-do attitude
- A great listener and communicator
- Able to work collaboratively with the team and with other care professionals
- Able to deal with, and defuse, challenging situations
- Conscientious

### **All Staff are Required to:**

Understand and comply with all relevant legislation and SRSB/Cairn Home's policies and procedures, including data protection, safeguarding and health & safety.

Confidentiality of information relating to residents, volunteers and staff is of paramount importance.

To bring to the attention of the Home Manager any serious problems or areas of concern

To adhere to and support Cairn Home's and SRSB's core values and carry out all responsibilities within accordance with our Equality and Diversity Policy.

Work as part of a team for the benefit of our residents. Staff are expected to be conscientious, adaptable and flexible in their duties.

Actively promote the work of SRSB/Cairn Home as an independent charity for the provision of help, support and provision of services in various forms for the benefit of our clients.

Undertake appropriate training as and when required.

### **Benefits:**

**Overtime:** Enhanced rates of pay for any overtime worked.

**Company Sick Pay:** The Home operates its own discretionary sick pay scheme, subject to conditions and rules.

**Life Assurance:** All staff are covered under a life assurance policy for twice their annual salary. However, please note that this is not a contractual obligation and

whilst we have no intention of removing this benefit the Charity in its sole and absolute discretion reserves the right to discontinue, vary or amend the scheme (including the level of your cover) at any time on reasonable notice to you.

**Pension:** You will be auto enrolled in SRSB's staff pension scheme immediately and contribute 5% of your gross earnings (plus employer contribution 3%). If you wish to contribute over and above this percentage you may do so, but SRSB will not match this extra contribution.

**Holidays:** 28 days per annum. Our holiday year is 1st January to 31st December, holiday entitlement accruing pro-rata throughout the year.