

Directorate:	Adult Services
Unit/Section:	Adult Short Stay Services – Enablement and Support Services
Grade:	KSD
Responsible to:	Registered Manager

Purpose of the Job:

Managing and leading a team of staff in Registered Care Centre, including the allocation of tasks to meet the needs of individual people we support and their carers. Provide short stay and residential services. Generally, assist the Deputy Manager and Registered Manager to provide high quality care and maintain a customer friendly service.

Main duties and responsibilities:

- Manage and lead a team of staff, ensuring they are deployed on the 24-hour Rota to meet the individual needs of people we support of the Registered Care Centre and the specification contained in the Service Level Agreement and the standards set by the Regulator.
- Supervise and assist service users with personal care to ensure the provision of physical and emotional care, enabling independence where possible in all aspects of individual rehabilitative care plans whilst maintaining client privacy and dignity.
- Take specific responsibility for people we support to assess and support them with their individualized plan of care and ensuring goals are met.
- Strengthen and develop links with colleagues and partners to benefit people we support and their families.
- To provide supervision to a team of staff to ensure that the requirements of the role expectations, action plans and professional standards are maintained.
- Assist in inductions, and development of staff.
- Promote a person-centered culture.
- Support the service to be cost-effective.
- The ability to use information to understand outcomes for the people we support, variations in services and challenge why we do things. To embrace change with an open mind set and continually seek new ways of working.

- Support the Registered Manager to maintain business continuity plans and activate if necessary.
- To oversee the security and safety of the service.
- Reporting any safeguarding issues that arise in line with the policy and notifying the regulator in line with current regulations.
- To support with emergency admissions/discharges.
- To follow and support the medication policy to ensure the safe administration of medication.
- To ensure risk assessments are maintained and reviewed and audits are completed and accurately recorded.
- To attend regular one to one meetings, team meetings and training courses. Ensure mandatory training is in date, at all times.
- To travel across a wide geographical area in a timely and flexible manner, in order to attend training courses.
- Complete identified audits provided by the deputy managers and registered managers and provide outcomes and actions.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Senior Night Care Worker*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Diploma level 3 in Adult Care or equivalent
EXPERIENCE	Experience of working with older adults who have care and support needs Experience of working with older people in a residential setting Experience of managing a small team
SKILLS AND ABILITIES	Leadership abilities Effective communication skills including verbal and written, and the ability to using a variety of tools with older adults, colleagues and professionals. Ability to prioritise and to work effectively on own initiative as well as within in team. Computer literate – able to use basic IT programs including Microsoft Outlook and Microsoft Word. Willingness to attend and contribute to training opportunities, supervision and team meetings to continuously improve practice.
KNOWLEDGE	Knowledge and understanding of the needs of older people, including recuperative care and care of older adults living with dementia An understanding of the Care Quality Commission and how this underpins service delivery.
KENT VALUES	<ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of</p>

	<p>Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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