

JOB DETAILS

JOB TITLE:	Community Lead
HOURS:	Various
REPORTING TO:	Clinical Care Manager/ Residential Care Manager
BASE:	{Enter Location}

JOB SUMMARY

Reporting to the Clinical Care Manager, the Community Lead is responsible for ensuring a high level of care is offered to our residents and meets the company policy and procedures.

The Community Lead will be responsible for the personal care offered in the home and will lead the care team providing strong knowledge, leadership and management. Driving the highest standards of personal care in all areas of the home using "Relationship Centred Care" model.

JOB SPECIFIC RESPONSIBILITIES

Leadership and Management

- Responsible for maintaining quality standards of care in the community.
- Support the recruitment and training of the care team; ensuring training targets are met and the team is fully competent in all roles and responsibilities
- Lead, support and inspire the care team to deliver positive outcomes for the community.
- Support the Clinical Care Manager with supervision, appraisal and performance management of the care team, supporting them to achieve their full potential.
- Identify skill and knowledge deficits in the team and offer appropriate training.
- Lead the care team to ensure they are aligned with the Athena vision and are operating within the values.
- Initiate regular communication with colleagues, residents, relatives, and external stakeholders and professionals.
- Ensure that all regulatory and statutory requirements are met and that the team adhere to company policies and procedures.
- Ensure any requirements of a care perspective from internal and external audits are actioned within the timescales required.

Care

- Lead care delivery in the community, to ensure continuous assessment, planning, implementation and evaluation of residents' care. Ensuring the care is detailed in a thorough and explicit care plan.
- Ensure that an outstanding level of relationship centered care is being delivered within the home.
- Ensure care plans are regularly audited and that they are appropriate to the resident's current needs.
- Ensure medication is ordered in line with company policies and procedures
- Ensure medication audits are completed in line with company policies
- Proactively research current and future care practices to ensure Athena are leading the way with personal care delivery
- Support a robust induction for new starters to the care team. Thus ensuring the teams are fully competent in all aspects of their care role.
- To support Activity coordinator in fostering meaningful occupation related to their lifestyle choices at a level and pace that values the individual and respects their dignity and communication differences.

Health and Safety

- In the absence of Clinical Care Manager informing the General Manager of any operational issues.
- Ensure storage of medications are in line with company policies and procedures
- Ensure risk assessments associated with care are completed within the home and safe working practices are being followed.
- Ensure equipment and environment is safe within the home

PERSON SPECIFICATION

	Essential Criteria
Qualifications/Education	RN/RGN Qualified or RMN
Experience	<ul style="list-style-type: none"> • Minimum of two years shift leadership and management • Proven track record leading, empowering, supporting and motivating a clinical team Experience delivering improvements in care (Desirable)
Skills/ Knowledge	<ul style="list-style-type: none"> • Strong leadership skills • Excellent written, non-verbal and verbal communication skills • Demonstrates evidence of independent learning Knowledge of and competence in Microsoft Office applications and Windows based operating environments – Word, Outlook,
Personal Qualities	<ul style="list-style-type: none"> • Respectful • Active listener • Independent learning skills • Inclusive approach • Compassionate • Trustworthy • Flexible approach to working • Self-motivated • Able to adapt to change • Approachable • Ability to promote a professional image for the company at all times

This job description reflects the current main organisational priorities for the position. These priorities may develop and change in consultation with the post holder in line with needs and priorities of the business.

Please sign to confirm you fulfil the essential criteria as detailed above and you accept and agree to deliver and comply with all requirements detailed in this job description for this position.

Post holder's name:

Post holder's signature:

Date: