

## **Cairn Home Residential Care Home**

**Job Description:** Team Leader

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

**Salary:** From £13.45 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. We utilise person-centred digital care planning systems to ensure accurate, responsive, and individualised care delivery. We will shortly be implementing an electronic Medication Administration Record (eMAR) system to further enhance medication safety, accountability, and regulatory compliance.

**Cairn Home** is registered for 30 residents. It has 28 bedrooms, all with en-suite facilities, for permanent residents (one room a potential double room) and one room reserved for respite care, also with en-suite facilities. We are currently in the process of refurbishing all 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 standard of person-centred care, enabling residents to live their best lives. You will ensure effective use of our digital care planning systems and support the transition and ongoing use of the eMAR system to promote safe medication practices.

### **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.

- Oversee and guide care staff, ensuring high-quality care is delivered in line with policies, procedures, and regulatory standards.
- Lead by example in delivering person-centred care using digital care planning systems to accurately record, review and update care information.
- Develop and review individual care plans to ensure they reflect residents' needs, preferences, and outcomes.

- Assist residents with activities of daily living, including bathing, dressing, grooming and toileting.
- Administer medications as prescribed by healthcare professionals, in line with best practice and regulatory guidance.
- Support and oversee the safe implementation and use of the electronic Medication Administration Record (eMAR) system.
- Maintain clear, accurate and timely digital and written records.
- Assist with meal preparation and feeding where required.
- 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 calmly and effectively to emergency situations, providing appropriate support and first aid where necessary.
- Participate in on-call duties as required.

### **Person Specification:**

We are looking for someone who is:

- NVQ Level 2 or 3 qualified (if Level 2, must be willing to work towards Level 3)
- Caring, kind, understanding and calm
- Experienced (minimum 12 months) in a senior care role
- Passionate about delivering high-quality, person-centred care
- Confident in using digital care systems and willing to engage with new technologies such as eMAR
- Energetic and outgoing, with a positive, can-do attitude
- An excellent communicator and active listener
- Able to work collaboratively with colleagues and other care professionals
- Skilled at managing and de-escalating challenging situations
- Conscientious and organised

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

- Understand and comply with all relevant legislation and **SRSB/Cairn Home** policies and procedures, including data protection, safeguarding and health & safety.
- Maintain strict confidentiality regarding residents, volunteers and staff.
- Report any serious concerns or areas of risk to the Home Manager.
- Adhere to and promote Cairn Home's and SRSB's core values and operate in accordance with the Equality and Diversity Policy.
- Work collaboratively as part of a team for the benefit of residents.
- Be adaptable and flexible in fulfilling duties.
- Actively promote the work of **SRSB/Cairn Home** as an independent charity providing specialist support and services.
- Undertake appropriate training as required, including digital systems and medication management training.

**Benefits:**

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

**Company Sick Pay:** The Home operates a 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. This is not contractual, and the Charity reserves the right to vary or withdraw the scheme on reasonable notice.

**Pension:** Automatic enrolment into SRSB's pension scheme with employee contributions of 5% of gross earnings and employer contributions of 3%. Additional voluntary contributions are permitted but not matched by SRSB.

**Holidays:** 28 days per annum. The holiday year runs from 1 January to 31 December, accruing pro-rata throughout the year.