

## Job description

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| <b>Job Title</b>         | <b>Practice Lead</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Reports to</b>        | <b>Registered Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Career Adventures</b> | <b>Level 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Responsibilities</b>  | <ul style="list-style-type: none"> <li>• To support the Registered Manager/Deputy Manager (if applicable) as the person in charge for the day to day running of the home.</li> <li>• To lead and support a team of staff, this includes shift leading, teaching people how to shift lead and mentoring other staff to develop their skill sets, boosting confidence and being supportive.</li> <li>• To promote a caring environment for people we support through high standards of professional practice which are beneficial to their physical, emotional, social, intellectual and spiritual needs.</li> <li>• To ensure that each person we support receives care appropriate to their individual needs.</li> <li>• To understand mandatory and regulatory requirements, company policies and procedures including Mental Capacity Act (MCA's) Deprivation of Liberty Safeguards (DoLS), Fundamental Standards, Care Quality Commission (CQC) / Care Inspectorate Wales (CIW) and Safeguarding. This list is not exhaustive. To assist the Registered Manager to comply with these requirements, where required.</li> <li>• To support the Registered Manager in responding to prospective new individuals and their relatives and/or representatives, where required.</li> <li>• To report any complaints to the Registered Manager and support in taking appropriate action.</li> <li>• To liaise with and co-operate with the CQC / CIW inspectors and inspections.</li> <li>• To make or contribute to the assessment of need of each person we support, in conjunction with them, the relevant professional agencies and, where appropriate, their family, and develop a care plan which provides a satisfactory quality of life for that person.</li> <li>• To promote relationships which enable each person we support to participate in social activities within the home and in the life of the local community to the maximum of their ability.</li> <li>• To ensure the provision of health care arrangements which may include the ordering, recording and, where appropriate, the administration of prescribed medication.</li> <li>• To support the Registered Manager for the efficient running of the domestic duties of the home, which will include;</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>- planning menus with people we support</li> <li>- ensuring dietary needs of people we support are met</li> <li>- ensuring good standards of food presentation are maintained</li> <li>- ensuring supplies are ordered</li> <li>- ensuring good standards of hygiene and cleanliness are maintained</li> <li>- ensuring identified maintenance needs are reported and completed in a timely manner and areas made safe as soon as issues are identified</li> <li>- ensuring audits of the home are completed and documented and any issues identified are actioned</li> </ul> <ul style="list-style-type: none"> <li>• To ensure that there is effective communication with and between team members and to support the Registered Manager to arrange staff meetings and maintain meeting records.</li> <li>• To support the Registered Manager in ensuring that effective induction, supervision and assessment of team members is carried out and that learning needs are identified and met. This should include shadowing new team members, being a buddy and completing induction books.</li> <li>• To ensure keyworker reports are completed, health appointments are up to date and records are completed, and to check for follow ups. To support team members with their learning in these activities.</li> <li>• To ensure impress is updated, finances are correct and to support with team members with their learning with the appropriate management of finances.</li> <li>• To develop team member knowledge of safeguarding, MCA, DoLS.</li> <li>• To support individuals with their choices in terms of bedrooms being decorated and sourcing activities.</li> <li>• To support the Registered Manager to arrange staff rotas, in conjunction with appropriate administration team members, where requested to do so.</li> <li>• To ensure that people we support, wherever possible, are supported in retaining responsibility for their own money and financial arrangements.</li> <li>• To ensure that, where a person we support is assessed as not being able to manage their own financial affairs, to advocate for people we support and ensure that the mental capacity act is followed and best interests are arranged where needed.</li> <li>• It is the nature of the work that task responsibilities are in many circumstances unpredictable and varied. All team members are expected to work in a flexible way when the occasion arises to ensure</li> </ul> |
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|                         | that tasks which are not specifically covered in their job description are covered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Accountabilities</b> | <ul style="list-style-type: none"> <li>• To act as the designated responsible person on shift as required.</li> <li>• To be responsible for the practical application of the organisation's Equal Opportunities Policy in all aspects of your work.</li> <li>• To be active in ensuring anti-discrimination practice in all aspects of your work.</li> <li>• To ensure excellent standards of professional practice according to the organisation's philosophy and guidelines.</li> <li>• To support the Registered Manager in the recruitment, appointment and deployment of team members, where requested to do so.</li> <li>• To support the Registered Manager with HR matters as and when required.</li> <li>• To support the Registered Manager in managing conflict when required.</li> <li>• To ensure that fire regulations are complied with and advise the Registered Manager if there are areas of risk.</li> <li>• To advise the Registered Manager of any malfunction of the heating, lighting or emergency systems and ensure the security of the premises.</li> <li>• To ensure that legislation and regulations concerning environmental health, infection control, building control, planning and health and safety are complied with, and to advise the Registered Manager accordingly where action is required.</li> <li>• To ensure health and safety tasks are completed and report those not completed and to follow up actions. Support team members with their learning of health and safety tasks and responsibilities.</li> </ul> |

## Person Specification

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| <b>Knowledge and Experience</b> | <ul style="list-style-type: none"> <li>• Demonstrable experience in the values of co-production, treating people as equal partners in their support.</li> <li>• Experience of carrying out financial audits.</li> <li>• Experience of carrying out medication orders.</li> <li>• Experience in leading a shift safely and effectively.</li> <li>• Experience in carrying out Health and Safety Risk Assessments.</li> </ul> |
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|                                          | <ul style="list-style-type: none"> <li>• Ability to upload incident reports and collect evidence.</li> <li>• Knowledge, understanding and committed to the person-centred care approach.</li> <li>• Mentor and buddying new and existing support workers.</li> <li>• To role model and demonstrate best practice that ensures people we support are involved in day to day choices/activities.</li> </ul>                                                                                                                                   |
| <b>Qualifications &amp; Requirements</b> | <ul style="list-style-type: none"> <li>• Completion of Fire Marshall qualification; required</li> <li>• Completion of Health and safety Masterclass training, including carrying out risk assessments; required</li> <li>• Level 3 in Adult Care or equivalent; desirable</li> <li>• Keep own learning and development up to date and attend training courses as required</li> <li>• Working within our deaf services, BSL Level 1 qualification - desirable</li> <li>• This role will require a satisfactory enhanced DBS check</li> </ul> |

