**JOB DESCRIPTION**

**Role:** Shift Lead

**Location**: Alexandra House, Residential Care Home

**Overview**: As the shift leader, your job is to **delegate and participate in task completion and provide updates to the manager or on call manager as required**. Tasks may include dealing with incidents, managing visitors to the building, taking telephone calls relating to residents care, ensuring comprehensive handovers are completed, leading on care activities for that shift.

**Principal Responsibilities**.

1. To supervise all other employees on that shift and ensure that all required tasks and care are completed.

2. To meet with prospective Residents and their representatives, to show them around the home in the absence of the Manager.

3. To ensure the provision of health care arrangements for the Residents under the direction of the GP or other health care representatives i.e. District Nurse, CPN, Dentist etc. To keep accurate reports on same.

4. To maintain proper and accurate records regarding the Residents as required. To write reports on the daily events and ensure that all relevant information is clearly handed over at the change of shifts.

5. To safely administer resident medication in line with the Trusts Medication Management processes and policies. To give any medication as prescribed, with proper monitoring of the drug, dose, time, route and person to whom given. To ensure the medication is properly taken and to monitor for any normal, positive or negative effects of the drug(s). To ensure supplies of regular medication are maintained.

6. To foster good working relationships and to ensure that there is good communication with and between staff.

7. To arrange and support social activities within the Home on that shift

8. To be knowledgeable as regards the whereabouts of all Residents at all times, also the emergency procedures of the Home pertaining to the Residents.

9. To undertake any other reasonable duty which may be requested of you.

10. To abide by all Policies and Procedures as set out by Sir Josiah Mason Trust.

**Signed: …………………………………………….. Date: ………………………**