

# Care for Veterans

## a Royal Star & Garter Home



Shift Leader - Worthing

Candidate information pack



## Care for Veterans

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# Welcome

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We are a charity that provides loving, compassionate care and support to veterans and their families, both in our Homes and through services that reach into the wider community. Following our recent merger with the Armed Forces charity Care for Veterans in Worthing, I'm delighted to share details of an exciting opportunity at this Home.

My ideal candidate will be someone confident in providing high quality nursing care to the amazing veterans that we support. It is a role that will suit an individual who is driven and motivated, with the courage to go the extra mile for the residents and act as a role model for staff.

We are committed to investing in our staff - in both their professional development and personal wellbeing. We offer a comprehensive induction supported by training and an informal learning approach. Our range of benefits are also designed to support our staff.

Thank you for your interest in joining Care for Veterans, a Royal Star & Garter Home.

Vicky Strange  
Home Manager

## The role at a glance

**Title:** Shift Leader (nights)

**Location:** Gifford House, Worthing.

**Hours:** 37.5 hours 3 x 12.5 hour shifts as part of the night rota covering Monday to Sunday

**Salary:** £32,175 per annum (£16.50 per hour)

# Job description

## Purpose

To ensure that, at all times, residents are treated with respect and dignity and that individuals' rights to privacy, independence and choice are met with kindness and compassion.

To manage the day to day provision of care as an integrated member of a multi-disciplinary care team, leading the floor when the nurse is engaged elsewhere and providing high quality personal care to all residents according to their needs and expectations.

Successfully complete and practice the Royal Star & Garter HCA Competency Framework.

## Key responsibilities

To work in accordance with the issued Code of Conduct

Fully participate in the Key Worker Scheme, supporting the role of the keyworker

Support all individual aspects of resident care and wellbeing in line with care plans, promoting independence, decision making and respect

Complete clinical activities, following training, including, but not limited to, administering medication, tissue viability and oral care

Maintain accurate records and documentation of residents' holistic care needs across all platforms and in compliance with organisational policy and data protection practice

Actively participate in and promote the wellbeing activities and outings of the Home's programme and enable residents to safely take part in the activities of their choice

Communicate effectively with all colleagues, visiting health professionals and residents, ensuring that any information exchanged is accurate, relevant and appropriate

Strive to continuously improve resident safety, care and well-being: sharing areas for improvement with your care team or line manager; and raising concerns in a timely manner.

## To apply

Send your CV and a covering letter (no more than 2 sides) outlining how you meet the person specification and what you will bring to our team

to Lindsay Campbell

[Surbiton.Jobs@starandgarter.org](mailto:Surbiton.Jobs@starandgarter.org)

# Job description

## Purpose

To ensure that, at all times, residents are treated with respect and dignity and that individuals' rights to privacy, independence and choice are met with kindness and compassion.

To manage the day to day provision of care as an integrated member of a multi-disciplinary care team, leading the floor when the nurse is engaged elsewhere and providing high quality personal care to all residents according to their needs and expectations.

Successfully complete and practice the Royal Star & Garter HCA Competency Framework.

Be flexible in working with our residents across any House in the Home: establishing rapport, acting professionally and demonstrating an understanding of their personal circumstances to ensure the provision of high-quality, person-centred care.

As a member of a multi-disciplinary team, provide tailored care and clinical support to residents with dementia.

Support the provision of enhanced clinical competencies across the home including, but not limited to, venipuncture and cannulation, ECG recording and insulin administration.

## Key responsibilities

### **Upon completion of Royal Star & Garter dementia competencies**

As a member of a multi-disciplinary team, provide tailored care and clinical support to residents with dementia.

### **Upon completion of Royal Star & Garter enhanced clinical competencies**

Support the provision of enhanced clinical competencies across the home including, but not limited to, venipuncture and cannulation, ECG recording and insulin administration.

### **Team Leader tasks and responsibilities**

Provide effective performance management, support and guidance to your team as described in the Royal Star & Garter Performance Management Policy.

Supervise the floor, ensuring that HCA activity reflects organisational policies, values and behaviours

Conduct preliminary investigations into incidents with residents, grievance and disciplinary cases

Organise the work roster for your team, coordinating with other shift leaders and nurses to ensure the appropriate number of staff are on duty with the appropriate skills mix.

## To apply

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# Person specification



## **Essential Behaviours / Characteristics:**

You will be a proactive member of a dynamic, high-performing team, treating others with respect, kindness and understanding

You have a strong commitment to nursing the elderly and providing the highest standards of care to enable residents to live their lives as fully and independently as possible. It is about recognising that each person is an individual and adapting one's own approach accordingly.

You will work collaboratively with people from different backgrounds and with different perspectives than your own, building positive and effective relationships. You recognise the strengths of people in your team, sharing your knowledge and skills to support and develop their abilities. Challenging poor attitudes and performance issues in a timely and constructive manner.

You model professional conduct, showing determination, drive and commitment at all times, particularly when faced with challenges and setbacks.

You reflect on your practice: identifying your own strengths and limitations; being receptive to feedback; and, actively seeking and making use of opportunities for development and wellbeing.

You manage your time effectively, ensuring that you understand the roles and responsibilities of colleagues and are comfortable discussing your wellbeing.

## **Essential experience:**

Is willing to work towards an appropriate competency based qualification

Is physically fit and able to carry out the duties of the role

Good written and verbal English language and communication skills

Resident focussed

Computer literate



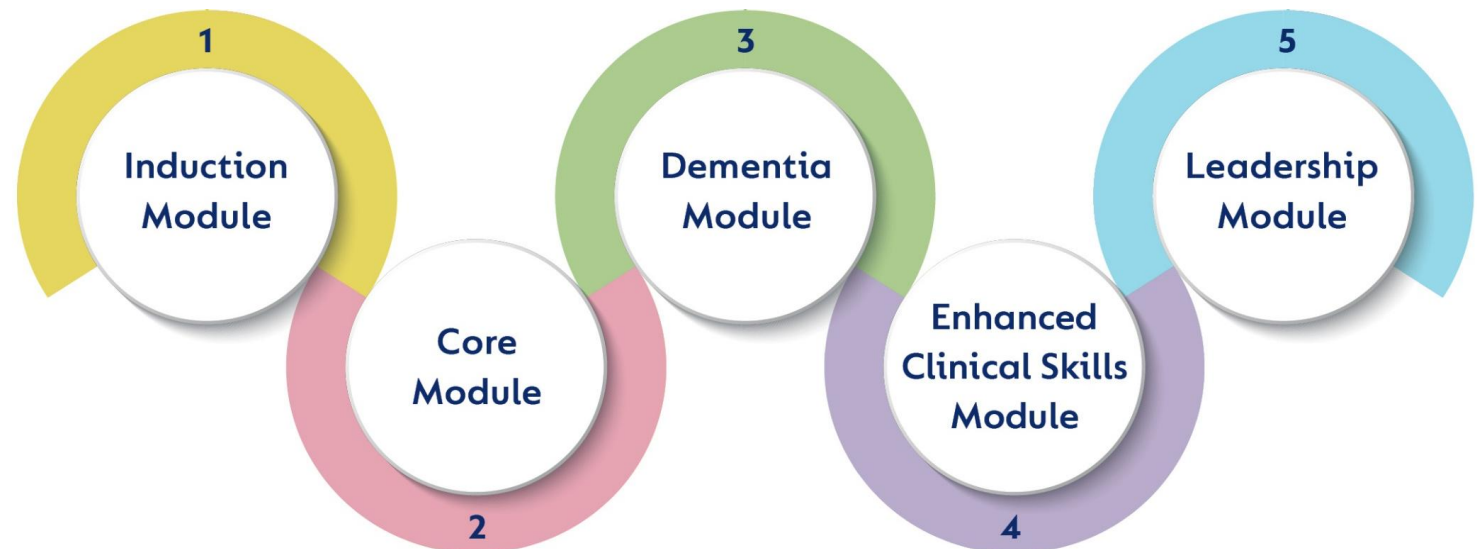
# Your future



We will ensure that you have the professional support and development to provide safe, high-quality care to our residents through our Development Framework, a series of modules that build clinical care competencies and knowledge.

The focus of the training is on practice, with hands on mentoring, guidance and clinical supervision from experienced practitioners and nurses. On completion of the Core Module, you will be eligible for a Level 3 Diploma in Care.

For staff wishing to follow a long-term career in care, our Development Framework also offers the opportunity to acquire specialist clinical care competencies through additional training, ending in leadership training to prepare staff for a management or specialist care role. Progression through the Development Framework is rewarded through enhanced pay.



# Conditions of employment



Any offer of employment made will be subject to the following conditions:

- Satisfactory references covering the last 5 years from at least two references, including one from your current or most recent employer
- A pre-employment medical screening
- Enhanced DBS Disclosure
- Proof of the Right to Work in the UK

Confirmation in post will be subject to:

- A satisfactory 6-month probationary period.

# Offer



## Although we are a charity, we offer a generous package

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- Salary per: £ per year (£16.50 per hour)
- Full time: 37.5 hours per week, three x 12.5 hour shifts worked on a rota covering 7 days.
- Over time paid at time-and-a-quarter
- Paid break
- Equivalent of 25 days holiday per annum plus bank holidays (pro-rata for part-time)
- Employer Pension Contribution of 7.5% with matching Employee contribution of 5%
- Life insurance of 3 x salary (until age 70)
- Ten weeks full occupational sick pay before statutory sick pay
- Access to appropriate professional bodies and payment of membership fees after 6 months of employment
- Learning and Development – fully funded opportunities to support you in your role
- Access to mental health, financial and legal support
- Additional leave for Armed Forces Reserves and Cadet Forces Adult Volunteers

# Values



As two charities currently merging, we expect you to role model the Royal Star & Garter values, while also demonstrating understanding of the values held by Care for Veterans.

## **Royal Star & Garter**

- With love
- Living positively
- As a family
- Standing in their shoes
- Take courage

## **Care for Veterans**

- Privacy
- Dignity
- Rights
- Independence
- Choice
- Fulfilment

# How to apply



Send your CV and a covering letter of no more than 2 sides explaining how you meet the 'Essential Behaviours' for this role. You should include the values and behaviours you would bring to the role and the team.

The interview will be based on behaviour and potential. This means that, as well as ensuring you have the skills to be a good fit for the role, you also fit with behaviours and values of the team and charity.

There is more detail about the job in the Job Description on our website but remember, it is your behaviours that are important for your application.

Your CV and covering letter should be sent to [Surbiton.jobs@starandgarter.org](mailto:Surbiton.jobs@starandgarter.org) for the attention of Lindsay Campbell

## **Mandatory requirements**

All offers are subject to:

- Enhanced DBS check
- Right to Work in the UK and satisfactory reference checks

# About us



## Care for Veterans

For over 100 years, Care for Veterans has provided long-term nursing care and rehabilitation for disabled veterans and their families from all over the UK.

Today, our 60-bed home in Worthing offers nursing and rehabilitation care with a specialism in disability. We provide loving, compassionate care and rehabilitation to approximately 100 beneficiaries each year, often for veterans who are facing the toughest battle of their lives.

We recognise that each individual and their needs are unique and we share the Royal Star & Garter approach to delivering quality care, also providing a range of therapies designed to provide comprehensive support.

# About us



## Royal Star & Garter

**We provide care, support and friendship for veterans and their families to live well. We do this in our Homes and through a range of services reaching into the community.**

Our specialist nursing and dementia care focus on wellbeing, independence and living life to the full. The Wellbeing Teams offer meaningful activities, supporting skills and wishes, while in-house physiotherapy builds their strength and mobility.

We are here to guide and support our residents and their families through this new life phase so that they can enjoy quality time together. Day Care and Lunch Clubs offer a lifeline for veterans and their partners who may be struggling with isolation or loneliness. We also support people in their own homes, providing companionship through our Telephone Friendship Service.

Our range of services means that we support veterans and their families as their care needs change. We will never stop trying to do more to help improve their lives.

# Surbiton

With its stunning foyer and relaxed, spacious lounges, our Surbiton Home offers a warm, friendly welcome. Highly trained staff provide specialist care in comfortable surroundings, where the focus is always on the individual.



And rated **'Outstanding'**  
in the care category.



# Worthing

Our Worthing Home places each person at the heart of their care, with personalised rehabilitation plans that promote independence, confidence and wellbeing. The dedicated team includes in-house physiotherapists, occupational therapists and speech and language therapists who offer hands-on support with warmth and encouragement.



# High Wycombe

Our High Wycombe Home (rated Outstanding by the CQC) has been designed with comfort and wellbeing in mind. There are plenty of activities to enjoy, opportunities to socialise with friends, or simply relax in the spacious lounges and landscaped garden.



# Solihull

Our Solihull Home is rated Outstanding in all five areas by the Care Quality Commission. Loving, compassionate care is tailored to each individual and every detail designed for comfort and wellbeing, it's a place where residents and their families can truly feel at home.

