

POSITION DESCRIPTION (PROJECT) – TEAM LEADER – DIRECT CARE

Department:	Residential Age Care		
Location	Beaumont Care Corporate Services	Refer to SuperPath – Team Leader- Direct Care	
Reports to:	Service Manager	Direct Reports	Care staff on shift indirectly report to this role
Purpose	The organisation delivers compassionate, holistic care tailored to residents' preferences. It aims to provide quality, value, and service while promoting independence and adopting a global, solution-focused approach.		
Scope	The Direct Care Team Leader is responsible for overseeing the day-to-day management of residents in the residential aged care service, ensuring the highest quality service is provided. Under the guidance of the Service Manager, and with consultation from the Clinical Nurse. This role works cooperatively with all facility staff to ensure the smooth operation of day-to-day resident activities		
ACCOUNTABILITIES/RESPONSIBILITIES		CAPABILITIES/COMPETENCIES	
Attend RN handover and provide carer handover Communicate with: • kitchen staff regarding resident meal attendance. • care staff to ensure residents are prepared and ready for daily activities, including appointments and outings Ensure staff are prepared to escort residents to appointments Oversee hospital transfers and prepare the room for the returning resident. Ensure completion of daily tasks Coordinate staff to complete and document tasks Communicate with kitchen staff about resident meal attendance, including their presence in the dining room during meal service. Coordinate with the admin, maintenance and cleaning staff to ensure room vacancies are prepared. Assist with clinical monitoring tasks/activities such as completing weights/reweighs and basic vital observations as directed by RN		Business Capabilities: • Service Excellence - Holistic Living • Adaptability • Leadership Core Beaumont Capabilities: • Communication • Deliver Results • Critical Thinking, Problem Solving & Decision Making • Accountability Functional Role Competencies: • Records Management • Business Partnering • Performance management • Person-centred care and Advocacy • Care Delivery Excellence • Lean approach	
WHAT DOES SUCCESS LOOK LIKE?		QUALIFICATIONS AND EXPERIENCE	
• Increased Resident satisfaction • Streamline resident experience and support a smooth workflow • Ensure all direct care staff tasks are completed and documented. • Responds to family queries • Assists with new admissions and helps residents settle in. • Seeks opportunities to improve efficiencies across tasks.		• Minimum Certificate III • NDIS Worker Screening clearance • Strong problem-solving skills, resilience and ability to communicate professionally • Previous experience in Aged Care • Knowledge of Aged Care Standards	