

Date of Issue

/ /



Job Description:

Senior Care Assistant

Responsible to: Deputy Manager

This job description is not exhaustive and may be amended to meet changing needs.

I can confirm that I have read and understood the job description for the role of:

Senior Care Assistant

Name: (print)

Signature:

Date:

'INDIVIDUAL CARE IS OUR CONCERN'

Our Residents are at the heart of everything we do

Every one of us is responsible and will take ownership to make a real difference

We recognise we are all individuals and will treat people with respect and kindness

Together we make things better, always acting and communicating with honesty and transparency

We aim to be the best at everything we do

Hadrian Healthcare Group

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Senior Care Assistant

Purpose of Position

- As senior care assistant the role is to support the person in charge and his or her assistant in all aspects of the home's management, including taking temporary complete charge during the absence of the person in charge and his or her assistant
- To work as part of the care team ensuring that the personal, emotional, spiritual and social care requirements of residents are met, respecting their privacy and dignity and promoting independence at all times
- To help train junior members of staff in all aspects of their work in the home
- To respect and maintain the home environment and assist in the general day to day activities within the home
- Follow company policy and procedures
- To provide wakeful night duty cover when allocated to night shift in the home and monitor junior staff performance
- To undertake identified domestic duties that can reasonably be performed when allocated to night duty

Responsibilities

- To help to ensure that all junior and domestic staff contribute to the best of their ability to the efficient running of the home and the creation of the right atmosphere
- To assist residents who need help with dressing, undressing, bathing and toileting
- To be responsible for ordering, receipt, disposal and accurately administering medication and the maintenance of records
- To ensure resources are managed effectively
- To supervise junior staff
- To communicate effectively with all parties
- To be committed to a team ethos across the home and respect the diversity of other team members at all times
- To greet visitors and show prospective residents and families the homes facilities as required
- To help residents with mobility problems and other physical disabilities such as incontinence; help in the use and care of aids and personal equipment
- To help in the promotion of mental and physical activity of residents through talking to them, taking them out, and sharing with them in activities such as reading, writing, hobbies and recreations
- To make and change beds; tidy rooms and do light cleaning
- To prepare light meals, serve meals; assist residents at meal times if required; wash up utensils. Night staff are required to also prepare breakfast trolleys, trays and replenish stock in the dining rooms.
- Answer the call bell system in a timely, courteous manner

Responsibilities (continued)

- Respond promptly to emergency call bells, assess the situation and deal with the resident seeking help or call for assistance.
- Answer the door and the telephone and greet visitors as per company procedures
- To read and write reports in case notes
- To act as a Senior Key worker and be proactive in the formulation of care plans and risk assessments in accordance with the residents needs and wishes and to update as needs change
- To liaise with healthcare professionals and multi-disciplinary teams if a care user requires assistance
- To take part in staff meetings and also in training activities as directed
- To take responsibility for own professional development by undertaking mandatory training and e-learning courses
- To abide by the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England
- To uphold the rights, choices, dignity and the equality and diversity of each resident with a person centred approach
- To keep residents safe and well protected at all times
- To read and follow company policy and procedures, seeking clarity where required
- To be aware of Health and Safety and of COSHH and abide with the companies health and safety policies
- To act upon and escalate to management all untoward incidents or concerns
- To carry out regular checks around the home at intervals determined by the manager and with due regard for clients' privacy
- To carry out regular checks on the building with special reference to fire protection and security
- To carry out other reasonable duties as may be required

Continued overleaf

Person Specification

Senior Care Assistant	Essential	Desirable
Education and Qualifications	Good Basic Education Level 3 in Health and Social care or equivalent NCFE Level 2 in Safe Handling of Medicines	Level 4 in Health and Social care or equivalent
General Intelligence	Good general intelligence Clear reasoning ability Time management skills Able to multi task Problem solving skills	
Work Experience	Ability to follow instructions 2 years experience in a role caring for the elderly Experience in working as a team member	Previous experience in a senior role caring for the elderly Supervisory experience
Special Aptitudes	Good written and oral communication skills Empathy with Residents Leadership skills	
Disposition	Self-reliant Motivated Dependable Trustworthy Pleasant Manner Able to take responsibility Team Player Professional appearance Optimistic attitude	
Circumstances	Flexible with regard to working hours Available in reasonable emergencies	Home/mobile telephone No criminal record