



CROFT CARE TRUST

RESIDENTIAL: SENIOR CARE ASSISTANT

JOB DESCRIPTION

JOB TITLE: Senior Care Assistant.

REPORTING TO: Unit Manager, Senior Managers, Board of Governors

RATE OF PAY:

Senior Care Assistant: £10.35 per hour

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- Genuine interest in, and experience of working with, the relevant Client group
- Ability to communicate effectively at all levels
- Team player
- Ability to manage pressure and conflicting demands , and prioritise tasks
- Willingness to participate in Vocational Training Programmes
- NVQ/QCF Level 3 or above (or equivalent qualification) in Health & Social Care
- Satisfactory Police Check and check against the POVA List (where applicable)
- Willingness to work a minimum of a 35 hour contracted week, to include a mixture of late and early shifts.

Desired, but not essential:

- Previous supervisory experience
- Experience working with Adults with Learning Disabilities

JOB PURPOSE:

In addition to their Care Assistant role Senior Carers have the additional duties of front line supervision and monitoring of Care Assistants. You will respond to emergencies and provide guidance and support to Care Assistants under the supervision of the Unit Manager. You will also participate in staff induction programmes as and when required, promote safe working practice at the Home, participate in the ordering and auditing of the medications and ensure that all commodities used in and around the Home are sensibly conserved by staff e.g. monitoring the usage of incontinence aids, wipes etc. .

Key Responsibilities:

- To support the Nurse in Charge by recognising tasks that may be delegated to other carers or yourself.
- To act as a role model to all staff in the Unit.
- To promote best practice in all aspects of the home's care delivery; this is to include care of the environment, furniture and equipment.
- To work with the Nurse in Charge and their Senior colleagues to promote team working on the Unit.
- To ensure every staff member on the unit is included in the team.
- To work constantly with new staff during their induction period.
- To allocate tasks, sometimes on a daily basis and to ensure they are carried out properly.
- To ensure staff members are fulfilling their keyworker roles by checking up on residents clothing and toiletries.
- To participate in the ordering of medication, ensuring appropriate levels of stock are maintained. To include the booking in and auditing of medications.
- Undertake monthly building audits.

Care:

- Ensure the highest possible levels of care are maintained by supporting / assisting Clients, when required, with all aspects of daily living.
- Support training and supervision of junior and new Staff Members in all aspects of their work in the Home, under the supervision of senior Staff Members.
- Assist Residents in all aspects of their care needs (e.g. physical, emotional and spiritual). Provide supervision of work and attention when needed, ensuring Residents retain their comfort and dignity.
- Complete, observe and review care planning needs for Residents, and complete written daily records as instructed and in line with the Home's policies and procedures.
- Assist in framework of social activities by interacting with Residents and helping them continue with hobbies and activities in the Home.
- Answer Nurse Call system, giving assistance as required. Answer the door and telephone appropriately. Respond accordingly, and pass on messages promptly.
- Report on well-being of Residents and liaise with GPs, District Nurses and other community bases professionals.
- Carry out regular checks on Residents at intervals determined by senior Staff Members.
- Make Visitors feel welcome. Provide refreshments / assistance as and when required.
- Make and change beds, ensuring that rooms are clean and tidy, and commodes are empty. Ensure that junior care staff are also undertaking these tasks and using the Home's resources appropriately.
- Clean and maintain equipment used by Residents / Relatives e.g. wheelchairs, hearing aids, spectacles etc. Ensure the Home is kept clean and tidy, in line with the Home's attention to detail philosophy. Ensure that junior care staff are also undertaking these tasks and using the Home's resources appropriately.
- Ensure full privacy and dignity is maintained for the dying and the bereaved, in line with the Home's policies and procedures.
- Assist Residents who need help during meal times (be aware of swallowing difficulties, dietary requirements etc). Assist with serving of food / drinks as requested / required.
- Escort Resident's travelling to and from the Home e.g. on social outings, hospital visits etc.
- Practice maximum integrity in all dealings with Resident's affairs, and avoid abuse of the privileged relationship that exists with Resident's.

Communication:

- Maintain effective communication with the unit manager
- As requested by or in the absence of the unit manager maintain effective communications with Residents, Relatives, Staff members, Managers, Governors and any other concerned bodies.
- As requested by or in the absence of the unit manager attend and participate in multi-disciplinary meetings.
- Participate in Staff and Resident meetings as and when required.
- Training and Development:
 - Maintain professional knowledge and competence.
 - Attend mandatory training days / courses, on or off site, as and when required.
 - Participate in relevant QCF training to achieve required qualifications.

Health and Safety:

- Report immediately to the Home Manager, or Person in Charge, any illness of an infectious nature or accident incurred by a Resident, colleague, self or another.
- Understand and ensure the implementation of the Home's Health and Safety, Infection Control and Hygiene policies, and Emergency and Fire procedures.
- Report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.
- Promote safe working practice within the Home.
- Adhere to the Home's Disposal of Waste policy.

Safeguarding:

- Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults. Familiarisation with, and adherence to, the Croft Care Trusts Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training.

- All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency.

Data Protection:

- In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific registered purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Confidentiality:

- Croft Care Trust attaches the greatest importance and confidentiality to resident, staff, health data and other data it holds. All data should be treated as confidential and should only be disclosed on a need to know basis.
- Some data may be especially sensitive and is the subject of a specific organisational policy, including personal information relating to the diagnosis, treatment and/or care of patients, individual staff records such as gender reassignment, and some disabilities, such as HIV status and mental health conditions and details or business information such as contract prices and terms.
- Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that Croft Care Trust attaches to confidentiality disciplinary action will be taken for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.
- All employees should be mindful of the seven information management Caldicott principles when dealing with data belonging to the organisation and person identifiable information.
 - i. Justify the purposes of using confidential information
 - ii. Only use it when absolutely necessary
 - iii. Use the minimum that is required
 - iv. Access should be on a strict need to know basis
 - v. Everyone must understand his or her responsibilities
 - vi. Understand and comply with the law
 - vii. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

General:

- Contributing to the safeguarding of adults by ensuring you are aware of your role in relation to the Home's Safeguarding Adult's Policy, taking steps to protect Residents from any form of abuse or neglect and use the appropriate reporting mechanisms to inform the Home's Management of any concerns.
- Adhering to all new, and changes in Local and Central Government initiatives as and when they are implemented.
- Promote and ensure the good reputation of the Home.
- Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
- Notify the Home Manager, or the Person in Charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
- Ensure the security of the Home is maintained at all times.
- Adhere to all of the Homes' policies and procedures within the defined timescales.
- Ensure all equipment is clean and well maintained.
- Carry out any other tasks that may be reasonably assigned to you.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.