



Job title Senior Care Assistant

Responsible to Registered Manager

Main purpose of the post

To support the Management in all aspects of running the Home. To work as part of a team providing and maintaining high standards of care to suit the individual needs of each resident as directed by the Line Manager or delegated Deputy. To foster an atmosphere whereby residents are encouraged to maintain and further develop their independence as fully as possible. To carry out reasonable management instruction in relation to the Home's obligations with regard to the requirements of the National Minimum Standards for Care Homes for Older people, published in accordance with the Care Standards Act 2000 and Home Life: A Code of Practice for Residential Care.

Principle duties

- To participate in the working rotas, including days, nights, weekends and Bank Holidays as necessary, for the efficient provision of care for all residents in a way that respects the dignity of the individual at all times.
- To participate in the emotional and physical care of residents seeking to provide as far as possible, a happy stimulating and stable environment.
- Assist the Home's Management 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 a homely atmosphere.
- To assist in the formulation of care plans for new residents and the review of care plans for established residents.
- When authorised by the Home Manager, to be responsible for the administration and issue of medications for which the Home has taken responsibility and to maintain the necessary records.
- To attend and participate in training and staff development programmes as identified by the Home Manager and in response to the Association's statutory obligations.
- To attend all staff meetings unless prior consent has been received from the Home Manager.
- To support the Home Manager in his/her duty as 'responsible officer' for the Home under the Health and Safety at Work Act 1974 and the Fire Regulations.
- To help the Home Manager maintain such log books and records as may be required by the Registering Authority or the Association.
- To care for residents by:
- Assisting with their personal needs where necessary e.g. washing and bathing, and assisting with dressing and undressing
- Assisting with toileting requirements where necessary, especially those who are physically, mentally frail or confused
- Assisting with mobility by the use of mobility aids provided for their use
- Participate in the development of activities and day care programme for residents in which they can join and will enhance their quality of life.
- To monitor the preparation, cooking and serving of food to ensure standards are met in respect of nutrition, environmental health, special diets etc.
- Reporting observations of alterations in behaviour, physical conditions e.g. changes in skin state, body fluids etc to the Home Manager or delegated Deputy.
- To care for residents who are dying.
- To be responsible for the recording and monitoring of care charts and observations.

- To act as Keyworker to a number of residents and be responsible for the care of those persons' rooms, clothing, emotional needs etc.
- Ensure that bedrooms and communal areas are properly cleaned and maintained and adequately heated in accordance with requirements.
- To be fully involved in the social activities and outings with residents.
- To co-operate with Hafod Care in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To behave in accordance with the company's values
- To ensure compliance with Hafod's policies and procedures at all times.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To participate in any other duties which may be required from time to time.

General

- To co-operate with Hafod in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To behave in accordance with the company's Values
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To ensure compliance with Hafod's policies and procedures at all times.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

This post is subject to enhanced disclosure as provided by the disclosure and barring service, an executive agency of the home office.

Disclosure is a means for the association to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for posts that involve working with vulnerable people. The association will only request disclosure from those that have been offered employment

Person specification

Qualifications, knowledge and experience

- NVQ Level 2 in Health & Social Care
- NVQ Level 3 in Care Practice or willing to work towards it
- Manual Handling*
- First Aid*
- Relevant experience of working in a care setting
- Caring for the elderly*

Skills and abilities

- Proficient verbal and written communication skills
- Ability to undertake training to obtain minimum NVQ Level 3
- Strong inter-personal skills
- Well organised
- Planning
- Knowledge of the administration of medication
- Knowledge of lifting techniques
- Supervisions
- Ability to work without supervision

- Practical approach
- Aptitude towards learning and personal development
- Teamwork
- Commitment to providing a quality service
- Responsive to individual needs

Interpersonal skills

- Tolerance
- Understanding
- Sympathetic
- Caring
- Discrete
- Common sense

Other requirements

- Able to work unsociable hours and/or at short notice when required
- Attendance and participation at training courses relevant to the post
- Attendance and participation at all pre-arranged staff meetings [this is a statutory requirement]

*Points marked with an asterisk are desirable rather than essential

Team Structure

