

PINGLEY COURT RESIDENTIAL CARE HOME

The Dale
Woodseats
Sheffield

JOB DESCRIPTION

JOB TITLE: Senior Care Assistant

REPORTING TO: Home Manager (Residential Care Centre)

JOB PURPOSE: To plan, implement and supervise the provision of quality care, in conjunction with Clients. To ensure Clients retain their dignity and individuality. To be involved in the general activities of the Care Centre/Unit.
To maintain a safe and secure environment for Clients, Staff Members and Visitors.

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
- * Willingness to participate in Vocational Training Programmes
- * Satisfactory Police Check and check against the POVA List (where applicable)
- * NVQ Level 3 in Care
- * Previous supervisory experience
- * Experience / Qualification in the Safe Handling of Medicines

Desired:

NVQ Level 4 in care

MAIN RESPONSIBILITIES

Care:

1. Ensure the highest possible levels of care are maintained by supporting/assisting Clients, when required, with all aspects of daily living.
2. Support training and supervision of junior and new Staff Members in all aspects of their work in the Care Centre, under the supervision of senior Staff Members.
3. Assist Clients in all aspects of their care needs (e.g. physical, emotional and spiritual). Provide supervision and attention when needed, ensuring Clients retain their comfort and dignity.
4. Pay particular attention to assisting Clients who have limited mobility, or physical / learning difficulties making the best use of aids provided.
5. Closely monitor Clients who may be confused and/or who have behavioural problems.
6. Assist in the promotion of continence.
7. Assist in the delivery of care for Clients who are dying or who have a progressive illness. Assist with last offices.



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8. Complete, observe & review care planning needs for Clients, and complete written daily records as instructed and in line with the Company's policies and procedures.
 9. Assist in framework of social activities by interacting with Clients and helping them continue with hobbies and activities in the Care Centre.
 10. Answer Nurse call system, giving assistance as required. Answer the door and telephone appropriately. Respond accordingly, and pass on messages promptly.
 11. Report on well-being of Clients and liaise with GPs and Support Managers etc.
 12. Carry out regular checks on Clients at intervals determined by senior Staff Members.
 13. Make Visitors feel welcome. Provide refreshments/assistance as and when required.
 14. Make and change beds, ensuring that rooms are clean and tidy, and commodes are empty, in line with the Care Centre's disposal of waste policy. Ensure the Care Centre's resources are used appropriately.
 15. Clean and maintain equipment used by Clients / Relatives e.g. wheelchairs, hearing aids, spectacles etc. Ensure the Care Centre is kept clean and tidy, in line with the Company's attention to detail philosophy.
 16. If applicable, care for Clients' clothing and rooms as named, and ensure that all clothing is recorded and clearly marked.
 17. Ensure full privacy and dignity is maintained for the dying and the bereaved, in line with the Company's policies and procedures.
 18. Assist Clients who need help during meal times (be aware of swallowing difficulties, dietary requirements etc). Assist with serving of food / drinks as requested / required. Wash up as requested / required.
 19. Escort Clients travelling to and from the Care Centre e.g. on social outings, hospital visits etc.
 20. Practice maximum integrity in all dealings with Clients' personal and financial affairs, and avoid abuse of the privileged relationship that exists with Clients. Care of Residential Clients (where applicable):
 21. Dispense medication, and ensure correct recording of all relevant information relating to medication (after satisfactory completion of the Safe Handling of Medicines course).
 22. Ensure all holistic assessments are carried out when Clients are admitted to the Care Centre e.g. covering nutritional and incontinence issues, risk assessment etc.
 23. Participate in Staff and Client meetings as and when required.
- Training and Development:



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- 24. Maintain professional knowledge and competence.
- 25. Attend mandatory training days/courses, on or off site, as and when required.
- 26. Participate in relevant N/SVQ training to achieve required qualifications.

Health & Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others.

This implies taking positive steps to understand the hazards in the workplace and to evaluate and take action to reduce the risks. It is expected that you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk.

The contribution you make by doing this job:

By carrying out these responsibilities well, you will be helping to provide the best possible quality of care for the residents who live with us. You will also be helping to create pleasant working environment for other people who live and work here.

Jobholder: Signed..... Date:
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Line Manager: Signed..... Date:
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