



HERITAGE CARE HOMES

JOB DESCRIPTION. **SENIOR CARE ASSISTANT**

Reports to Manager or Deputy Manager

Key Responsibilities:

Supervision:

- ❖ Developing a working knowledge of every service user's Care Plan and Risk Assessments and ensuring that these are followed by staff
- ❖ Taking responsibility for shifts and ensuring that tasks are carried out as necessary

Medication:

- ❖ Dispensing and administering medication to service users safely and following the correct procedures.
- ❖ Ensuring that stocks of medication are sufficient and do not run out.

Assisting Management:

- ❖ Carrying out any duties delegated by the Manager or Deputy Manager
- ❖ Liaising between the staff, Manager and Deputy Manager
- ❖ Referring to the Manager or Deputy Manager where uncertain of correct procedures
- ❖ Notifying the Manager or Deputy Manager of any problems or issues in the Home regarding service users, staff, standards of care or health and safety issues

Administration:

- ❖ Updating Care Plans on a monthly basis by recording any abnormalities or issues with new or existing health conditions
- ❖ Following approved hand-over procedures at the end of your shift and ensuring that these are followed by care staff

Training and Personal Development:

- ❖ Participating in a full induction before starting work
- ❖ Developing a working knowledge of the Policies and Procedure of the Home.
- ❖ Attending training sessions when requested (Health and Safety, Care Planning, Risk Assessment, Medication, SOVA, Fire Safety etc.)
- ❖ Participating in supervision sessions with the manager once a month and appraisals once a year
- ❖ Identifying your own training needs
- ❖ Attending and contributing to monthly staff meetings and senior staff meetings

Health and Safety:

- ❖ Ensuring the safety and security of the building whilst on duty
- ❖ Reading and understanding the risk assessments provided in the Care Plans
- ❖ Following instructions in Manual Handling and Risk Assessments

- ❖ Applying Health and Safety regulations in areas such as food hygiene, moving and handling, the handling and storage of medication, cleaning and chemical storage, and fire safety practice

Infection Control

- To ensure that the home follows the proper infection control procedures
- To ensure that the service users bedrooms are free from dust and any concerns are to be reported to the domestic team and the Management
- To ensure that the cleaning schedules are completed by domestic staff and care assistants
- To ensure that any clinical waste is disposed of in the appropriate bins

Care:

- ❖ Helping service users who need assistance with washing and toileting, dressing and undressing
- ❖ Assisting service users who have physical disabilities or limited mobility by making use of the aid available
- ❖ Assisting in the control of incontinence, providing comfort with dignity
- ❖ Caring for service users who are temporarily unwell including applying minor dressings and basic bed care.
- ❖ Helping and caring for service users who are dying
- ❖ Giving mental and physical stimulation to service users by talking to them and helping them to continue with hobbies and activities in the home
- ❖ Responding to emergency bells, answering the door and telephone
- ❖ Making and changing beds, tidying rooms and light cleaning including the emptying and cleaning of commodes
- ❖ Feeding service users who need help, laying tables and trays, serving meals, washing up, preparing light meals, clearing and tidying dining rooms
- ❖ Reporting any significant changes to the health of a service user
- ❖ Contacting GP's or other healthcare professionals when service users become unwell or request visits
- ❖ Maintaining confidentiality regarding all aspects of care in the Homes

Personal Specification:

Essential

- ❖ 5 A-C's at GCSE Level (including Maths and English) or equivalent
- ❖ QCF Level 2 or 3 in Care or equivalent
- ❖ Able to communicate with people from all backgrounds
- ❖ Previous experience as a carer
- ❖ Good attention to detail
- ❖ Able to work with initiative
- ❖ Positive attitude towards teamwork
- ❖ Strong leadership skills
- ❖ Adaptable to changes in workload

Desirable

- ❖ Other relevant qualifications in Care
- ❖ Proficient use of Microsoft Office