

Senior Care Assistant

Reports to: Manager or Deputy Manager



HERITAGE
- CARE HOMES -

Please note that this role may require occasional work at other homes across the Heritage group.

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 & 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 & 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

PLEASE RETURN YOUR CV & COVERING LETTER TO THE ADDRESS BELOW

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