

## **JOB DESCRIPTION**

JOB TITLE: Senior Care Assistant

REPORTING TO: Qualified Nursing Staff and Registered Manager

RESPONSIBLE TO: Registered Manager

### **JOB PURPOSE:**

To assist in the provision of care and work as part of a team to achieve required standards.

To ensure residents retain their dignity and individuality.

To be involved in the general activities of the Home.

### **SKILLS, KNOWLEDGE & QUALIFICATIONS**

#### **Required:**

- \* Genuine interest in working within a caring environment
- \* Ability to communicate effectively at all levels
- \* Team player
- \* NVQ Level 2 in Health and Social Care (minimum qualification) and a minimum of 18 months caring experience.
- \* Satisfactory Police Check and check against the POVA List (where applicable)

#### **Desired:**

- \* NVQ Level 3 in Health and Social Care (achieved/working towards)
- \* Experience of working with the relevant Client group

### **MAIN RESPONSIBILITIES**

1. Ensure the highest possible levels of care are maintained by supporting/assisting residents when required, with washing, toileting, dressing, undressing, and all other aspects of daily living.
2. Assist residents in all aspects of their care needs (e.g. physical, emotional and spiritual). Provide attention when needed, whilst ensuring residents retain their comfort and dignity.
3. Pay particular attention to assisting residents who have limited mobility, or other physical difficulties, making the best use of aids provided.
4. Closely monitor residents who may be confused and /or who have behavioural problems.

5. Assist in the promotion of continence.
6. Assist in the delivery of care for residents who are dying or who have a progressive illness. Assist with last offices.
7. To be a Keyworker and formulate/evaluate Care Plans for allocated residents and complete written daily records as instructed and in line with the Company's policies and procedures.
8. Assist in framework of social activities by interacting with residents and helping them continue with hobbies and activities in the Home.
9. Answer Nurse call system, giving assistance as required. Answer the door and telephone appropriately. Respond accordingly, and pass on messages promptly.
11. Carry out regular checks on residents at intervals determined by senior Staff Members.
12. Make Visitors feel welcome. Provide refreshments/assistance as and when required.
13. Make and change beds, ensuring that rooms are clean and tidy, and commodes are empty, in line with the Home's disposal of waste policy. Ensure the Home's resources are used appropriately.
14. 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 Company's attention to detail philosophy.
15. If applicable, care for resident's clothing and rooms as named.
16. Ensure full privacy and dignity is maintained for the dying and the bereaved, in line with the Company's policies and procedures.
17. 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. Wash up as requested /required.
18. Escort residents travelling to and from the Home e.g. on social outings, hospital visits etc.
19. Practice maximum integrity in all dealings with resident personal and financial affairs, and avoid abuse of the privileged relationship that exists with residents

**Communication:**

20. Participate in Staff meetings as and when required.

**Training & Development:**

21. Maintain professional knowledge and competence.

22. Attend mandatory training days/courses, on or off site, as and when required.

23. Participate in relevant NVQ training to achieve required qualifications.

**Health & Safety:**

24. 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.

25. Understand, and ensure the implementation of, the Home's Health and Safety policy, and Emergency and Fire procedures.

26. Report to the Home Manager, or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.

27. Promote safe working practice within the Home.

**General:**

28. Promote and ensure the good reputation of the Home.

29. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.

30. 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.

31. Ensure the security of the Home is maintained at all times

32. Adhere to all Company policies and procedures within the defined time scales.

33. Ensure all equipment is clean and well maintained.

34. 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.

FORD HOUSE reserves the right to amend this Job Description from time to time,

according to business needs. Any changes will be confirmed in writing. Please note that you share with FORD HOUSE the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.