

**JOB DESCRIPTION**

<b>Title:</b>	Senior Care Assistant
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<b>Responsible to:</b>	Manager
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<b>Scope:</b>	Abbeyfield
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<b>Key objectives:</b>	<ul style="list-style-type: none"> <li>▪ To supervise and participate in the delivery of care to the residents.</li> <li>▪ To lead on the responsibility of residents individual care documentation ensuring a person centred approach.</li> <li>▪ To provide effective leadership for care staff through supervision, support and mentoring in all aspects of care.</li> <li>▪ To be responsible for the administration of medication</li> <li>▪ Work effectively with others to ensure that resident's needs are met</li> <li>▪ To promote and encourage independence at all times to enable residents to achieve their own personal goals and objectives.</li> <li>▪ To provide support and security to residents at all times.</li> </ul>
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<b>Main Tasks:</b>	<p><b>Resident Care</b></p> <ul style="list-style-type: none"> <li>▪ To actively participate and supervise in the delivery of care to the residents to ensure that their physical, social, intellectual and emotional needs are met and ensuring dignity, choice, independence and respect.</li> <li>▪ To be responsible overall for the preparation, implementation, review and update of all residents care plans in line with their personal wishes and preferences involving resident, representatives, key workers and management as appropriate in line with Abbeyfield The Dales policies.</li> <li>▪ To be responsible overall for continual monitoring of each residents health needs by ensuring access to NHS healthcare services and monitoring of health related care documentation assessments. To include appropriate liaison with residents, relatives and relevant staff.</li> <li>▪ To ensure residents choice and independence is respected through appropriate risk management involving all parties and ensuring accurate up to date record keeping.</li> <li>▪ Encourage residents to be involved, welcome and encourage their participation in activities so that they can participate and remain emotionally and intellectually stimulated.</li> <li>▪ Assist as required with social functions that take place.</li> <li>▪ Support and work closely with families and friends offering them professional and emotional support, sensitive to individual need.</li> <li>▪ Assist in contributing to the initial assessment of prospective residents.</li> <li>▪ To administer prescribed medication to residents and assist in the management of an effective system for the safe control and administration of medication in accordance with policy and procedures.</li> <li>▪ Any emergencies are managed appropriately and without delay.</li> <li>▪ A handover is given after each shift to relay any issues, concerns or information relevant to the residents or establishment to ensure they are dealt with in a timely manner and monitored.</li> </ul>
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	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>▪ To assist as directed in the interview and selection of potential care staff. Upon appointment to ensure the appropriate induction and support of new care staff.</li> <li>▪ To effectively lead, motivate and support care staff via <ul style="list-style-type: none"> <li>○ Supervision and coaching sessions for care staff within the team.</li> <li>○ Assess staff training needs and organise appropriate training in liaison with appropriate responsible person.</li> <li>○ Assist staff to complete relevant documentation as directed.</li> <li>○ Monitor care staff performance, report any issue to the Deputy / Manager and provide annual personal development plan review in line with the current Abbeyfield The Dales policies.</li> </ul> </li> </ul> <p><b>General duties</b></p> <ul style="list-style-type: none"> <li>▪ Understand and observe all relevant regulations and Abbeyfield The Dales policies and procedures.</li> <li>▪ To assist the Manager to ensure all aspects of health and safety for staff, residents and visitors are properly managed and that all regulatory requirements are met.</li> <li>▪ Be familiar with the administrative records and ensure that all records are kept up to date.</li> <li>▪ To follow appropriate procedures in the event of accidents/ emergencies e.g. fire, missing residents.</li> <li>▪ Ensure that all areas are secure at all times whilst on duty.</li> <li>▪ Ensure appropriate and agreed staffing levels are maintained in liaison with the deputy/manager.</li> <li>▪ To report and advise the relevant persons with respect to the repairs and maintenance of the establishment.</li> <li>▪ Undertake cleaning and laundry duties as outlined by Manager to maintain a clean and safe living and working environment at all times.</li> </ul>
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<b>General Requirements:</b>	<ul style="list-style-type: none"> <li>▪ To be flexible about working hours.</li> <li>▪ To be approachable and supportive to staff and managers.</li> <li>▪ To attend staff meetings when appropriate and to be available for one to one sessions as agreed.</li> <li>▪ To attend appropriate training and development sessions as agreed with the Manager.</li> <li>▪ To maintain confidentiality at all times.</li> <li>▪ To carry out any reasonable duties as requested by the Manager.</li> <li>▪ To be aware of and comply with safe working practices as laid down by the Health and Safety at Work Act.</li> <li>▪ To uphold and promote equal opportunities in employment practice and service delivery.</li> <li>▪ To deputise as requested in the absence of the Deputy/Manager.</li> </ul>
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<b>CANDIDATE PROFILE</b>	
<b>Essential Requirements:</b>	<b>Desirable Requirements:</b>
<p><b>A.</b> Extensive experience in a supervisory role within a health or social care setting working with older people</p> <p><b>B.</b> A relevant NVQ Level 3 qualification or equivalent.</p> <p><b>C.</b> Ability to communicate and interact well with residents and others</p> <p><b>D.</b> Good organisational skills.</p>	<p><b>A.</b> Training or Assessment Qualification e.g. Moving and Handling.</p> <p><b>B.</b> Evidence of continuous professional development.</p> <p><b>C.</b> Access to own car and full driving licence or willingness to travel.</p>

<p><b>E.</b> To be able to read, write and work with numbers to a good standard</p> <p><b>F.</b> Good basic care planning skills.</p> <p><b>G.</b> Ability to work on own initiative and under pressure in a diverse and changing environment.</p> <p><b>H.</b> Ability to effectively supervise individuals and a team</p> <p><b>I.</b> Demonstrate an empathy an understanding of the needs of older people</p> <p><b>J.</b> Ability to work to a high standard at all times</p>	
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