

JOB DESCRIPTION

| | |
|------------------------|---------------------------------------|
| Post Title: | Senior Care Assistant |
| Employer: | Hafod Care Association Limited |
| Responsible To: | Registered Manager |

MAIN OBJECTIVES OF THE POST

- To support the Management in all aspects of the Home's running.
- To work as part of a team providing and maintaining high standards of care to suit the individual needs of each resident as directed by the Line Manager or delegated Deputy. To foster an atmosphere whereby residents are encouraged to maintain and further develop their independence as fully as possible.

PRINCIPAL DUTIES

1. To participate in the working rotas, including evenings, weekends and Bank Holidays as necessary, for the efficient provision of care for all residents in a way that respects the dignity of the individual at all times.
2. To participate in the emotional and physical care of residents seeking to provide as far as possible, a happy stimulating and stable environment.
3. Help to ensure that all junior and domestic staff contribute to the best of their ability to the efficient running of the Home and the creation of a homely atmosphere.
4. To assist in the formulation of care plans for new residents and the review of care plans for established residents.
5. To assist when authorised by the Person in Charge with the administration and issue of medications for which the Home has taken responsibility and to maintain the necessary records.
6. To care for residents by:
 - Washing and bathing residents and assisting with dressing and undressing.
 - Assisting with toileting requirements of residents, especially those who are physically, mentally frail or confused.
 - Assisting residents with their mobility by the use of mobility aids provided for their use.
7. Participate in the development of activities and day care programme for residents in which they can join and will enhance their quality of life.
8. To monitor the preparation, cooking and serving of food to ensure standards are met in respect of nutrition, environmental health, special diets etc.
9. Reporting observations of alterations in behaviour, physical conditions eg. changes in skin state, body fluids etc to Line Manager or delegated Deputy.

10. To help care for residents who are dying.
11. Recording and monitoring care charts and observations.
12. To act as Keyworker to a number of residents and be responsible for the care of those persons' rooms, clothing, emotional needs etc.
13. Assist with ensuring that bedrooms and communal areas are properly cleaned and maintained and adequately heated in accordance with requirements.
14. To be fully involved in the social activities and outings with residents.
15. To attend and participate in training and staff development programmes as identified in the annual staff appraisal system.
16. To support the Business Services Manager and Matron in their duty as 'responsible officers' for the Home under the Health and Safety at Work Act 1974 and the Fire Regulations.
17. To help the Business Services Manager and Matron maintain such log books and records as may be required by the Registering Authority or the Association.
18. To undertake on call or sleep in duties when designated.
19. To participate in other duties which may be required from time to time.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association

| PERSON SPECIFICATION: SENIOR CARE ASSISTANT | | |
|--|---|--|
| | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | NVQ Level 3 in Care Practice or willing to work towards it | Manual Handling First Aid |
| WORK EXPERIENCE | Relevant experience of working in a care setting. | Caring for the elderly |
| SKILLS | Proficient verbal and written communication skills Ability to undertake training to obtain minimum NVQ Level 3 Strong inter-personal skills Well organised Planning | Knowledge of the administration of medication Knowledge of lifting techniques |
| SPECIAL APTITUDES | Ability to work without supervision Practical approach Aptitude towards learning and personal development. Teamworker Commitment to providing a quality service Responsive to individual needs | |
| PERSONAL QUALITIES AND ATTRIBUTES | Common sense Tolerance Understanding Sympathetic Caring | Sense of humour |
| OTHER REQUIREMENTS | Able to work at short notice when required | Good health record |

PLEASE NOTE THAT THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AS PROVIDED BY THE CRIMINAL RECORDS BUREAU, AN EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR THE ASSOCIATION TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS THAT INVOLVE WORKING WITH VULNERABLE PEOPLE.

THE ASSOCIATION WILL ONLY REQUEST DISCLOSURE FROM THOSE THAT HAVE BEEN OFFERED EMPLOYMENT.

PAY AND CONDITIONS – SENIOR CARE ASSISTANT

1. The hourly rate for this position is £6.75 - £7.60 depending on experience.
2. A cost of living rise is awarded annually.
3. The hours of work are negotiable by agreement with management.
4. Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.
5. Your basic holiday entitlement will be 5.6 weeks per annum.
6. Employees are entitled to join the Association's stakeholder pension scheme after three months employment with the Association.