



## ***JOB DESCRIPTION***

**Job Title: Senior Care Assistant**

**Reporting to: RGN/RMN in charge of shift/unit**

### ***Job Purpose***

The senior care assistant provides the highest possible standards of care and service to all residents, in addition to performing a supervisory role. He or she takes charge of a shift of carers and is also responsible for the smooth running of the service while on duty. Senior care assistants respond to emergencies, providing guidance and support to care assistants under the supervision of qualified nursing staff.

### ***Job Duties***

#### **Resident Care:**

- In accordance with the home's statement of purpose, stated core values, aims and objectives and philosophy of care, help residents with activities that they would usually perform (or have in the past performed) themselves but cannot now do so without assistance. Encourage and support the optimum level of independence while maintaining residents' dignity and self-esteem.
- Carry out your duties as a key worker to nominated residents under the management and supervision of your line manager. Provide care as laid down in the care plans and under the direction of the manager.
- Contribute to the updating, development and review of care plans, ensuring the involvement of residents/representatives at all times.
- Participate in social and therapeutic activities with residents, both inside and outside the home. Travel with and supervise residents who take part in activities and events outside the home, as directed by the line manager.
- Report to the clinical lead/deputy/home manager any changes or deterioration you observe in the health and general condition of residents, any personal or emotional problems that you become aware of and any matter which has or could potentially have a bearing on the overall wellbeing of residents.
- Make and change beds, mattresses and bed linen.
- Carry out regular checks on residents and the environment throughout the night, working with the clinical lead and management team, where applicable, to ensure that standards are maintained.



- Respond promptly to all nurse alarm calls, assessing each situation and dealing with any resident who is seeking help. In cases of emergency, summon the qualified nursing staff, clinical lead or manager and, if necessary, call the emergency GP and/or summon an ambulance.
- Assist residents needing help or reassurance, providing drinks or refreshments where required.
- Assist with palliative care for terminally ill residents.
- Organise the key worker system on the designated unit and ensure the timely updating, development and review of care plans.
- Complete, observe and review care planning needs for residents and complete written daily records, as instructed and in line with the company's policies and procedures.
- Share information, where appropriate, with key partners, working to data protection and Caldecott principles.

#### **Management:**

- Act as a role model to all care assistants.
- Conduct a joint handover with the clinical lead to facilitate a comprehensive and effective transition between shifts.
- Organise the care staff for the shift, delegating care based on your knowledge of the residents and staff levels and abilities.
- Ensure that all care assistants within your team follow the individualised care plans for residents and encourage them to contribute towards the development and review of these.
- Assist with staffing rotas and shift coverage, as required.
- Supervise mealtimes to ensure that all residents have eaten appropriately.
- Supervise care delivery, reporting concerns to the RGN/RMN in charge or the clinical lead.
- Under the supervision of senior staff members, support the training and supervision of new and junior staff members in all aspects of their work within the home.

#### **General:**

- Adhere to the GSCC Code of Conduct.
- Be aware of CQC fundamental standards.
- Assist with the development of the company's philosophy of person-centred care and strive to achieve associated goals.
- Always follow the home's written policies and procedures.
- Understand and promote the company's core values.
- Adhere to the home's statement of purpose, stated core values, aims and objectives and philosophy of care when carrying out all tasks.



- Follow the home's procedures regarding the management of falls, accidents and incidents. Work under the guidance of the clinical lead to manage a reduction in falls and incidents.
- Develop positive, helpful and caring relationships with residents and their families, as required.
- Always maintain absolute discretion and confidentiality.
- Be aware of and comply with health and safety and infection control regulations, reporting any actual or potential hazards to your line manager.
- Take every opportunity to improve your skills and knowledge by self-development and participating in training organised both inside the home and via external suppliers.
- Complete any mandatory training specified during the induction period (and thereafter) to ensure that you are competent to fulfil the responsibilities of your role.
- Be aware that all shifts (including night shifts) are waking shifts.
- Work weekly contacted hours, as agreed with the home manager, and as specified on the home's staffing rotas, including at weekends and during public holidays.

### ***Specific Qualifications/Skills/Attributes***

- NVQ Level 3 in Health and Social Care
- Minimum of one year's employment in a similar role
- Knowledge and understanding of the person-centred care planning process.
- A respectful, courteous and compassionate manner
- Strong written and oral communication skills
- Ability to lead and manage a team

**This job description is not exhaustive and other duties may be required according to the needs of the home.**