

JOB DESCRIPTION

POST: Senior Care Assistant

ACCOUNTABLE TO: Care Team Leader

ACCOUNTABLE FOR: Care Assistants

JOB PURPOSE

The Senior Carer is part of a team responsible for providing sensitive and appropriate care for residents according to individual needs and in line with agreed care plans.

KEY RESPONSIBILITIES

1. Provide direction, support and supervision to Care Assistants (including agency staff) and ensure allocated tasks are performed by the designated member of staff in accordance with policies and procedures, reporting any concerns to the Care Team Leader/Deputy Manager.
2. Administer medication as prescribed by the GP/Consultant and in line with Company policies and procedures and RPSG and NICE guidelines.
3. Provide appropriate physical, emotional, and social care for residents, including involvement in the hands-on delivery of care.
4. Observe, monitor and record resident's physical and emotional well-being referring to the individual care plan and promptly report any changes to the Care Team Leader/Deputy Home Manager and ensuring care staff do the same.
5. Provide encouragement and support to enable our residents to remain as independent as possible.
6. Contribute to the assessment of individual residents' needs and the preparation and review of care plans and ensure these individual needs are met by care staff.
7. Ensure all care staff record information in line with agreed procedures, including treatment charts and via manual or digital platforms.
8. Assist the Care Team Leaders in ensuring that fire precautions, infection control and health and safety procedures, including moving and handling are adhered to by all staff.
9. Manage care staff breaks.
10. Work as a team player to create and maintain a co-operative friendly and welcoming atmosphere in the home, ensuring the home runs smoothly.
11. Attend induction, appraisals and supervisions, staff meetings and training as required and have a willingness to learn.
12. Be familiar and comply with all of Care South's policies, procedures, practices and standards.

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13. To undertake any other comparable duties as may be required by the management of the home.

To undertake to live by our Care South **HEART Values** of **Honesty**, **Excellence**, **Approach**, **Respect** and **Teamwork**, and to make them fundamental to the way you work and the way in which you treat your colleagues.

Person Specification

Competency	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Diploma/NVQ Level 2 In Health and Social Care and willingness to work towards a Level 3 Diploma in Health and Social Care on completion of probation Safe Handling of Medicines Certificate or willingness to work towards 	<ul style="list-style-type: none"> Diploma/NVQ Level 3 in Health and Social Care
Knowledge of	<ul style="list-style-type: none"> MCA, DoLS, Safeguarding & Whistleblowing Confidentiality and Data Protection 	<ul style="list-style-type: none"> Awareness of fire precautions, infection control, health and safety, security and moving and handling procedures
Experience of	<ul style="list-style-type: none"> The delivery of care to older people and/or experience of Dementia Care Accurate record keeping 	<ul style="list-style-type: none"> The direct supervision of care staff Administering medication The assessment of residents' needs and review of care plans
Skills, Characteristics and Attributes	<ul style="list-style-type: none"> Excellent written and verbal communication skills Confident in using digital care platforms Organised, methodical, honest and committed approach to ensure the required standards are met Patient and calm demeanour in the face of challenging situations Enthusiastic with a positive attitude to work Resilient and able to cope with change Able to work on own initiative and as part of a team, motivating that team to meet common goals. Contributes to a working environment which respects and 	<ul style="list-style-type: none"> An awareness of the core values of Care South to provide high quality compassionate care and treat people as individuals Basic computer skills

values the individual and is free
from bullying & harassment and
all forms of discrimination