

Name Of Home: HEATHFIELD HOUSE

Form Name:

**Job Description –
Senior Care Assistant**

Ref No: 101

Job Title	Senior Care Assistant
Qualifications	Holding a current NVQ Level 2 or 3 qualification or must be working towards the qualification with relevant experience.
Job Purpose	<p>To assist the Home Manager, Clinical Lead and Registered Nurses in their professional and administrative duties.</p> <p>To ensure that standards are maintained and that adequate cover is provided, Senior Care Assistants are required to work at nights, weekends and Bank Holidays by agreement with the Home Manager.</p>
Accountable To	The Directors or owners of the home
Reporting To	The nurse in charge of shift, clinical lead, home manager.
Line Management Responsibilities	All Care staff, staff supplied by any agency, volunteers and students.
Key Tasks (Care and Leadership)	<ol style="list-style-type: none">1. To ensure that information relating to residents is given to nursing staff in order that care plans are amended to reflect care required by residents is relevant.2. To ensure that all documentation contained in room files is updated at the end of each shift and monitor quality of recordings made by junior members of staff.3. To assist with the induction of new staff members.4. To assist with the training of all grades of staff where appropriate and identify any training which staff would find beneficial.5. To maintain effective communications with residents and relatives and involve them in all decisions about their care.6. To liaise with all care professionals as part of an effective multi – disciplinary approach to care.7. To mentor staff and act as a role model through their work, approach and professional behaviour.8. To carry out supervision with an identified group of staff9. Identify risks involved in work activities (in relation to both service users and staff) and undertake them in a way that manages the risks.10. Use and encourage others to adopt appropriate infection control procedures.

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Key Tasks (Administration)

1. To ensure that the Home Manager is aware of accidents and incidents, howsoever caused and completion of the appropriate documentation.
2. To notify the Home Manager of any deficiencies and shortages of equipment or supplies.
3. Ensure that faulty or defective equipment is removed from use and reported appropriately in order for repair to be carried out.

Key Tasks (Communication)

1. Report the condition of service users to medical staff and pass on instructions to other members of staff.
2. Ensure that staff are aware of daily changes in service users condition or treatment by communicating changes to other members of staff at the home.
3. To ensure relevant information about residents is included in handover at the beginning and end of each shift.
4. Maintain personal contact with service users throughout your working shift.
5. Attend and participate in staff meetings as required.
6. Attend training as required by the Home Manager
7. Assist in the delivery of training for other staff in line with experience and skill levels.

Equality and Diversity

1. Ensure your own actions support equality, diversity and rights
2. Act in ways that recognise the importance of people's rights, interpreting them in a way that is consistent with procedures
3. Respect the privacy, dignity, needs and beliefs of service users and carers
4. Understand basic legal and communication issues regarding abuse, family violence, vulnerable adults, substance abuse and addictive behaviour
5. Act as a chaperone, if required

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Other Duties

To participate in the implementation of the Homes' Quality Management System.

This includes implementing policies and procedures and using relevant forms as may from time to time be required.

To carry out compliance testing (audits) as may be required from time to time by the Home Manager.

To undertake such other duties as may be reasonably requested by the Home Manager, in line with your professional competences and experience.

This document will be reviewed by the home for its continuing suitability and effectiveness and may be amended when required.

Any changes to your working practices will be notified in advance of such a change becoming effective.