

JOB DESCRIPTION

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| JOB TITLE: | Senior Care Assistant |
| RESPONSIBLE TO: | Home Manager/Deputy Manager or Clinical Lead |
| RESPONSIBLE FOR: | Care Teams |
| ACCOUNTABLE TO: | Home Manager |

Care UK's Values:

- Every one of us makes a difference
- Customers are at the heart of everything we do
- Together we make things better

JOB SUMMARY

To professionally lead the care team during any span of duty, ensuring that a safe, effective and efficient care service is maintained which meets the needs of residents and purchasers. To provide care to residents in accordance with their assessed needs to an industry leading standard.

Overall responsibilities:

- Provide leadership and support for care staff and act as a champion for residents' safety and dignity.
- To maintain skills and knowledge and ensure that care is delivered according to latest guidelines and best practice evidence available.
- Ensure the ongoing safety of residents, staff and visitors through systematic assessment, monitoring and reviewing processes.
- Ensure that clear and accurate records and communication systems relating to clinical and care delivery are maintained and effectively used.
- Act as a role model for good clinical and care governance practice.

Specific responsibilities and duties:

Provide leadership and support for care staff and act as a champion for residents' safety and dignity

- Provide leadership and support for care staff and act as a champion for residents' safety and dignity.
- Provide effective leadership and support for the care team.
- Supervise care staff on a day to day basis and through formal supervision processes.
- Liaise with GPs and other health professionals to ensure that residents receive the medical and clinical support they require.
- Demand high quality care delivery focused on residents individually assessed needs and choices.
- Promote the professional image of the services through excellent communication, appropriate behaviour and professional appearance.
- Support new Team Leaders and care staff in the completion of induction programs, training and competency assessment.

To maintain skills and knowledge and ensure that care is delivered according to latest guidelines and best practice evidence available

- Maintain skills and keep up to date with clinical developments and best practice in areas relevant to care delivery in the home.
- Undertaken training appropriate to the roll, as agreed with the Home Manager, and ensure learning is shared and transferred into practice.
- Review the daily delivery of care, including pressure area prevention, nutrition and infection prevention and control procedures. Ensure high standards of care delivery are maintained.
- To be responsible for the safe and appropriate management, administration and recording of medication, including controlled drugs and oxygen, in accordance with Care UK Policies and Procedures.
- Act at all times within your own skills and competence.
- To attend all statutory and mandatory training as required by the Company in order to fulfil your duties.

Ensure the ongoing safety of residents, staff and visitors through systematic assessment, monitoring and reviewing processes.

- Conduct and document care and risk assessments and develop care plans related to the assessed needs and choices of individual residents.
- Ensure that areas of identified risk are appropriately monitored and outcomes recorded and acted upon e.g. fluid and nutrition charts, turning regimes, blood glucose monitoring.
- Report all accidents and incidents promptly in accordance with Care UK Policy. Ensure accident/incident reports are written clearly and concisely and that any remedial action or learning is incorporated into care delivery.
- Ensure that residents are encouraged and supported to remain as independent and active as possible. Promote the philosophy of activity based care.
- Ensure the safety and comfort of all residents, whilst encouraging a happy, homely atmosphere.
- Be knowledgeable about Safeguarding Vulnerable Adults Policies and Procedures and report any untoward events in accordance with Care UK and Local Authority requirements.
- Ensure that clinical equipment is maintained in a safe, clean and fully functional state. Report any equipment failures or damage to the Home Manager.
- Be responsible for the care and protection of residents' property.
- To maintain standards of infection control within the home and to assist residents to maintain their own infection control needs.

Ensure that clear and accurate records and communication systems relating to clinical and care delivery are maintained and effectively used

- Be aware of company policies and procedures and ensure requirements are incorporated into practice.
- Ensure effective and clearly documented handover systems are maintained to facilitate the effective transfer of information between staff and shifts.
- Attend and participate in Team Leader and staff meetings as arranged by the Home Manager/Deputy Manager/Clinical Lead.
- Understand the requirements of the Mental Capacity Act (2005) and Deprivation of Liberty Safeguards (2008) in relation to consent and best interest decision making.

- Provide information to residents and relatives in relation to care delivery, being mindful of data protection and Caldicott requirements.
- Ensure high standard of record keeping are maintained in accordance with the Health and Social Care Act (2008) and Essential Standards of Quality and Safety (2010) and Company requirements.

Safeguarding of Vulnerable Adults / Mental Capacity Act

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call RD

Health and Safety

As an employee of Care UK, the postholder has a duty under the Health and Safety at Work Act 1974, to:-

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder

Signature

Date

| HAZARDS | | | | | |
|----------------------|--|--|---|------------------------------------|--|
| Laboratory specimens | | Clinical contact with patients/residents | √ | Performing exposure prone invasive | |

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| | | | | procedures | |
| Blood/body fluids | √ | Dusty environment | | VDU use | √ |
| Radiation | | Challenging behaviour | √ | Moving and handling | √ |
| Solvents | | Driving | | Noise | |
| Respiratory sensitisers | | Food handling | √ | Working in isolation | |

Person Specification – Team Leader

| Criteria | Essential | Desirable |
|----------------------------------|--|--|
| Education/ qualifications | <ul style="list-style-type: none"> NVQ Level 3 | <ul style="list-style-type: none"> Evidence of personal and professional development |
| Experience | <ul style="list-style-type: none"> Experience of working with older people Knowledge and use of clinical assessment tools e.g. Waterlow, Understand care planning processes and have experience of writing care plans Experience of leading a shift | <ul style="list-style-type: none"> Experience of working in the care home environment Experience of working with individuals with dementia |
| Skills/abilities | <ul style="list-style-type: none"> Good organisational skills Good supervisory skills Good communication skills both written and verbal Ability to contribute to, monitor and implement changes that improve service delivery and outcomes for residents Ability to plan allocate and delegate work appropriately | <ul style="list-style-type: none"> IT literate |
| Personal Qualities | <ul style="list-style-type: none"> Ability to be flexible with regard to working hours Builds effective and credible relationships both internally and externally Works collaboratively with others sharing ideas and information at all times Effectively builds trust with a consistent approach between actions and words Has the ability to raise standards through innovation and new ideas Will take responsibility for issues and resolve them. Able to cope in difficult situations | |

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| | <p>with tact and diplomacy</p> <ul style="list-style-type: none">• Ability to build rapport and positively influence others• Ability to inspire professionalism | |
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