

# Values-Based Job Description & Person Specification

Senior Care Assistant



## Role Details

<b>Job Title:</b>	Senior Care Assistant
<b>Reports to:</b>	Manager & Deputy Manager
<b>Job Overview:</b>	<p>To provide leadership to the care staff within the service</p> <p>To provide care in accordance with current best practices, according to policy and procedures, agreed standards, legislative requirements and relevant regulations, under the direction of the Manager</p> <p>To supervise the care services within the organisation in accordance with agreed standards</p> <p>To maintain skills at a current level, and undertake such training and development as may, from time-to-time, be required to maintain practices as up to date</p>
<b>Location:</b>	Newline Care Home, but you may be required to work from another location at the discretion of the company and with appropriate notice.
<b>Working Hours:</b>	Variable rota in agreement with management, working alternate weekends and Annual Leave cover.

## Responsibilities and Duties of the Job

**The Senior Care Assistant's responsibilities include but are not limited to the following:**

<b>Role Specific duties</b>	<p>Ensure service users are at the heart of the care delivery and their wishes and preferences enhance their wellbeing</p> <p>To supervise staff and ensure that all staff contribute to the efficient running of the service</p> <p>Be responsible for promoting and protecting the welfare of those individuals supported by the service</p>
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Document and communicate all updated information in relation to Wound Care and the Infection Register for all required service users within the Person Centred Software

Oversee individual medication programmes for all service users ensuring that medication is dispensed in accordance with prescription directions, medication is in stock and available, maintaining correct and accurate documentation, reviewing/assessing and communicating any concerns to their GP. Communicating with family/those important to the service user any changes, stoppages or additions. Adherence to the 8 "R's" of medication(see attached)

Ensure all first contacts/families of any changes regarding health, medication, incidents/accidents and specifics from the weekly GP round.

Stock control all topical cream applications and ensuring all stopped creams are removed from service user's bedrooms and documented accordingly.

Complete documentation within both handover books and GP books, in addition to maintaining an open line of verbal communication with other Senior Care colleagues

#### **Working with Others:**

Work to establish the working of an effective and supportive person centred care plan by ensuring all relevant information both present and ongoing is communicated to care assistants and other employees

Develop effective working relationships with other employees within the service, maintaining supervision of daily/nightly shifts through monitoring of task flag alerts, ensuring the communal floor is occupied by a staff member at all times

Work in cooperation with members of multidisciplinary teams to maximise opportunities for service users

#### **Other duties and responsibilities to be undertaken may include any (or all) of the items in the following list:**

Co-operate with the implementation, evaluation, orientation, and induction of all new employees

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**Other Duties:** Be responsible for promoting and safeguarding the welfare of those individuals supported by the service  
Promote a positive image for the people and employees of the company  
When deemed necessary you will be required to oversee/step into other roles within the care home to maintain the safety and smooth running of the care home

**Personal and Professional Development:** Seek opportunities for personal and professional growth

### Person Specification

The Senior Care Assistant will have the knowledge of the electronic person centred management documentation systems (PCS), the Care Management system (CMS) utilised by the home and the level of documentation required to maintain the ever changing care, have a sound knowledge/training of medication and support required by those using the service.

The Senior Care Assistant will be creative in their advice and guidance when implementation is required and to be understood. Will have the attention to detail when observing and maintaining the documentation of competencies.

The Senior Care Assistant will be proactive, motivated, will maintain attention to detail and accuracy when working individually or part of a team. They will be flexible in their working week to meet the requirements of their role and the smooth running of the business.

The Senior Care assistant will have good interpersonal and communication skills. Good team working and organisational skills, adaptable to change and effective time management.

The Senior Care Assistant have an understanding, acceptance and adherence to the need for strict confidentiality, be aware of their own limitations, work under pressure and remain calm at all times.

The Senior Care assistant will be efficient in their manner, maintaining dignity and privacy at all times.

### Qualification Requirements

Care Certificate (Acquired or working towards)

Health and Social Care Qualification Level 2, 3, Or 5 (Acquired Equivalent or working towards)

Assessed Certificate in Understanding the Safe Handling of Medication in Health and social Care (Acquired or working towards)

### Specific Requirement for Skills

#### Communication Skills

Participate in the maintenance of the company's Person Centred Management information system  
Knowledge of The Mental Capacity Act/Liberty Protection

**Maintain confidentiality at all times.**

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Attend meetings as per instruction of management of the home  
Communicate any changes/implementations to all relevant staff

#### **Problem-solving Skills**

Systematically solve day to day problematical issues that may arise

### Values-based Personal Qualities

**Working Together**    Involve colleagues, service users and friends/families of Newline. Speak up when things go wrong

Understand person-centred care and can demonstrate treating people as

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Respect & Dignity	Individuals and respecting choices. Promoting independence and encouraging appropriate risk taking
Everybody Counts	Ensuring no one is discriminated against or excluded Understand human rights and impact on care delivery Facilitating people to "speak up" about concerns and acting upon them
Commitment to Quality of Care	Striving for quality in everything we do recognising and understanding what quality in care means for people using the services. Being accepting about criticism and focusing on improvement Being open to new opportunities for learning and identifying the limits of skills and knowledge.
Compassion	Treating people with kindness Understanding the importance of empathy in all areas of employment Understanding the values of others and always providing a caring service
Improving Lives	Focus on how things could be done better and sharing ideas Understanding of Wellbeing and what is important to people using the service Improving outcomes for people Ensuring appropriate services are provided for people using the service