**JOB DESCRIPTION SENIOR CARE ASSISTANTS**

**Job Title:** Senior Care Assistant

**Responsible to:** Deputy Manager

**Accountable to:**  Registered Manager

At Evermore Care, we believe in delivering meaningful person-centered care to our residents. Our homes provide state-of-the art facilities offering the very best in personal, dementia and respite care.

**EVERMORE VISION AND VALUES:**

* Wellbeing
* Freedom
* Community

We are here to make a difference, with a people-first culture and a commitment to living our values every day.

**JOB SUMMARY**

To provide a wide range of personal support to residents, whilst supporting and liaising with family and Management.

Senior Care Assistants are required to work with vulnerable older adults who may have dementia or other health needs. The role involves supporting the residents with daily living tasks to enable them to lead a fulfilling life and supporting them to participate in a range of activities.

The role involves supervising and supporting the Care Assistants in ensuring high quality care is provided to the residents.

Take responsibility for the residents wellbeing and promote independence and choice.

Take a responsible role in the induction, mentorship, and continual training of staff and act as a role model at all times.

**KEY RESPONSIBILITIES**

Specific responsibilities include, but are not limited to, the following:

1. Be a professional role model for the delivery of high-quality care.
2. To promote and involve residents, and their family/friends, in decision-making.
3. Ensure that care plans are evidence-based and address the needs of the resident.
4. Ensure that care plans and risk assessments are kept up-to-date and completed with the team, ensuring the service provided to its residents is person-centred, safe, accurate and of high quality.
5. Always work in accordance with relevant legal and ethical requirements e.g. Mental Capacity Act 2005, NICE guidelines, Health & Safety at Work etc.
6. Participate in a process of change and development to improve the quality of service delivery.
7. Ensuring effective interpersonal skills are used when communicating with residents, family and fellow team members.
8. Ensure professional guidelines are adhered to in respect of record keeping.
9. Participate in the process of supervision both as supervisor and supervisee.
10. Participate in the process of individual performance review (appraisal) and personal development planning.
11. Ensure that the physical and psychological wellbeing of each individual resident is the foundation of care delivery.
12. To participate fully in the delivery of care, promoting at all times a high standard, by regular care plan evaluation.
13. To develop a good therapeutic relationship with families, friends, and visitors.
14. To maintain a good relationship being open, honest and transparent with visiting professionals.
15. To ensure that correct accident and incident reporting procedures are followed.
16. To assist in stimulating interest, engagement, and positive attitudes in staff, to develop an understanding of resident needs.
17. To assist in induction and orientation of new members of the team.
18. To attend meetings of residents, relatives and staff as required.
19. To inform the relevant external professional of any changes to the resident’s physical/mental health.
20. To carry out the effective ordering and stock control of resident’s prescribed medication and treatment room sundries stock.
21. Administering medication to residents safely according to the electronic medication system.
22. To ensure the correct, accurate maintenance of drug records, paying particular attention to the storage, handling and recording of controlled drugs.
23. In applicable Services, where driving is required to support residents, you will be expected to fulfil this function, following the completion of your induction, and driving licence check.
24. To show an understanding and working knowledge of the National Care Standards Act 2000 and CQC Standards.
25. To understand the importance of correct staffing levels, to report any shortfalls and to assist in the effective cover of the service, for staff absence and sickness.
26. On a daily basis strive to find new ways to make a genuine positive difference to the lives of residents.
27. Work with the team to ensure a positive approach to the management of risk which is solution focussed and supportive of the resident’s best interest.

**GENERAL RESPONSIBILITIES**

1. To undertake any other duties as required in keeping the service running smoothly, as delegated by the Senior or Management Team.
2. To actively support the achievement of the service’s objectives.
3. To be technically competent with all in-house IT systems.
4. To actively participate in the process of supervision and performance review (appraisal) and personal development planning.
5. To assist in induction and orientation of new members of staff.
6. To show an understanding and working knowledge of CQC standards.
7. To support and maintain a safe environment for residents, visitors, and staff through awareness of Health and Safety and Fire Safety policies and procedures.
8. To attend appropriate training programmes and courses as required.
9. To ensure familiarity and adherence to appropriate Company Policies and Procedures, e.g., Confidentiality, No Smoking, Fire, Health and Safety etc

**QUALITY ASSURANCE**

1. Undertake periods of delegated responsibility as required demonstrating sound judgement in the use of support and deployment of resources.
2. Utilise knowledge and skills in a competent manner that promotes confidence in colleagues, residents and carers.
3. Support Management in maintaining and monitoring all Governance processes and systems e.g., Audit Calendars and action planning.
4. Complete audits as required ensuring actions identified are completed in a timely manner.
5. Support staff development through supervision and appraisal processes.

**EDUCATION AND TRAINING**

1. Promote and participate in developing a culture of lifelong learning.
2. Ensure that all opportunities for professional development are taken and encourage any colleagues for whom supervisory responsibility is held to do the same.
3. Ensure that all required and non-required training (as identified by management) is attended.

**HEALTH AND SAFETY**

As an employee of Evermore Care, the post holder has a duty under the Health and Safety at Work Act 1974, to:

1. 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. All safety rules, regulations and codes of practice relating to the work area should be observed.
2. Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the service, 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.
3. Actively manage individual, activity and environmental risk to ensure the safety of the resident, self, colleagues and wider public.
4. Report all accidents, dangerous occurrences, incidents, and hazards in line with company policy.
5. Understand and follow and relevant risk assessments.
6. Respect confidentiality relating to information gained through employment and to ensure information is not disclosed to any unauthorised person/agency.

**EQUALITY AND DIVERSITY**

1. Value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge, and skills.
2. Respond to the needs of residents and their carers in an open and honest and non-judgmental manner, that respects the rights of individuals, and those of groups in society.
3. Demonstrate respect of the gender, sexuality, ethnicity, culture and spirituality of colleagues, residents/ residents and their carers.
4. Provide holistic, needs-led services, that reflects a commitment to equal opportunities and encourages self-determination and freedom of choice.
5. Optimise people’s opportunities for independence, autonomy, and agency, and promote social inclusion.

**CONDUCT AND COMPETENCY**

1. Maintain confidentiality and a high professional standard in resident care at all times.
2. Follow company policies and procedures and maintain up-to-date skills and knowledge through participation in continuing practice development.
3. Respect the individuality, values, cultural and religious diversity of all, ensuring one’s own practice is sensitive to these factors and contributes to the provision of a culturally inclusive service.
4. Be alert to potential ethical dilemmas and sensitive situations, discussing these with colleagues, seeking guidance as necessary, and recognizing limits of own experience knowledge and competence.
5. Review and reflect on own practice and performance through effective use of clinical/managerial/peer supervision (as agreed with the line manager).
6. Keep a record of training and development activities.
7. Exercise professional accountability and responsibility at all times.
8. Ensure care is delivered in a person-centred way mindful of age, gender, sexuality, ethnicity, cultural and spiritual needs.
9. Ensure carers / significant others are routinely included in the planning implementation and evaluation of care, within accepted parameters of confidentiality.
10. Use appropriate professional knowledge, judgement, and skills in order to guide a non-clinical decision-making process in an ethical and accountable way which is open to the scrutiny of peers.

**STAFF INVOLVEMENT – INDIVIDUAL RIGHTS AND RESPONSIBILITIES**

1. Work in partnership to achieve service objectives and promote a positive culture of working together through good communication, openness, honesty, and respect.
2. Promote positive working relationships with team colleagues in order to work effectively.
3. Exercise good personal time management, punctuality, and consistent reliable attendance.

This job description is not exhaustive and is subject to regular review and appropriate modification. The post holder may be required to undertake other relevant and appropriate duties as reasonably required.

I confirm I have read and understand this Job Description.

**Agreed by:**

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**(Employee) (Date)**

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**(Line Manager) (Date)**