|  |  |
| --- | --- |
| **Job Title:** | **Senior Care Assistant**  |
| **Reports To:** | **General Manager** |

|  |  |
| --- | --- |
| **Job Summary:** | To support and work alongside the Care team in the delivery of Care to residents, within a home providing a safe, caring, innovative, open, supportive and inclusive environment for residents, visitors and staff. |

|  |
| --- |
| **Role Responsibilities:** |
| * Monitor the wellbeing of each resident, being aware of any change impacting on care and care plans, ensuring that new needs are met and written records are amended to reflect any variation.
* Provide person centred care and personal care to residents in all aspects of their daily living
* Be actively involved in the person-centred care planning process, by implementing, monitoring and undertaking monthly evaluations as part of Resident of the Day.
* Support residents with their medication requirements
* Support with the ordering, storage, disposal and administration of medication in accordance with the policy
* Contribute fully to team working, responding positively to colleagues and acting upon all reasonable work instructions promptly.
* Undertake staff supervisions and support staff with their development where required
* Monitor and review clinical risk areas in the home eg; weights, pressure sores, slips, trips, falls, infections, developing clear care plans to support any areas of risk and escalate risk areas at the weekly clinical meeting
* Communicating effectively to the wider team, including multi-disciplinary teams, handovers, team meetings, actively contributing to ensure the well-being of all residents
* Act as a key point for contact with residents, their relatives and visitors, as well as health and social care professionals involved in their wellbeing, ensuring that any reasonable requests are acted upon and concerns or complaints are escalated.
* Attend care reviews – ensuring residents are involved in this process
* Support the home with the implementation of all policies, procedures and business objectives.
* Attend all staff meetings and participate in other meetings as required by the General Manager
* Support the Team Leader/Deputy with the development of the staff duty rota to ensure appropriate and safe staffing levels at all times.
* Support with the induction of new staff in safe systems of work, fire safety and evacuation procedures.
* Ensure compliance of GDPR
* Take an active interest in your personal and professional development by, contributing to supervision and appraisal meetings, attending team meetings and training.
* Understand personal responsibilities in relation to the Health and Safety at Work Act.
* Practice safe systems of work across the range of tasks and in particular moving and handling of residents, by assessing risks and having due regard for personal safety and the safety of residents, visitors and staff

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

|  |
| --- |
| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| NVQ 3 or equivalent in care for care homes | D | Certificate |
| Willing to study Advanced Carers Course  | D | Interview |
| 2 years’ experience working with the resident group  | E | Application form / CV |
| **Knowledge/Skills & Abilities** |  |  |
| Ability to communicate effectively both verbally and in writing. Computer skills are essential  | E | Application form / Assessment at interview |
| Demonstrate the ability to lead staff and act responsibly in the absence of the manager | E | Experience & interview |
| Have a positive attitude to both supporting and nurturing residents and staff | E | Application form / interview |
| Able to be responsive and flexible to cover a range of responsibilities | E | Interview |
| Demonstrate the right values and attitudes for working with Avery | E | Interview |
|  |
| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
 |

|  |
| --- |
| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |