



Senior Care Assistant

Reporting to: Deputy Home Manager

Skills, Knowledge & Qualifications:

- Genuine interest in working with the relevant Service Users.
- Confident team player.
- Boots medication.
- NVQ Level 3 in Care.
- Show leadership on shift.
- Flexibility and excellent attendance.
- Previous experience of working with the relevant Service User group – 2 years.
- Undertake fire leadership responsibilities.

Main Responsibilities:

- Support training and supervision of junior and new staff members in all aspects of their work in the Home, under the supervision of senior staff members.
- Arrange/participate in staff and Service User meetings as required.
- Ensure that all staff members contribute to the best of their ability to the efficient running of the Home and to the creation of an atmosphere conducive to the best interests of Service Users.
- Take responsibility for Service Users care, as designated by the Home Manager/RGN in his/her absence.
- Administer prescribed medicines and maintain the appropriate records in line with the Company's policies, procedures and legislation.
- Maintain accurate records and ensure that each Service User (for residential clients) has an individualised Care Plan. Service User Care Plans to be reviewed on a monthly basis (for residential clients).
- Assist in the promotion of continence and complete incontinence orders/assessments.
- Attend with GP's to residents and action outcome care reviews.

- To be an active team member in regards to: link worker – IC, incontinence management and End of Life.
- Take relevant details of any enquiries received and assist in viewings for potential Service Users.
- Assist in the arrangements for fund raising.
- Be aware of the need to manage and maintain budgets agreed by the Home Manager.
- Ensure that all commodities used in and around the Home are sensibly conserved by all grades of Staff e.g. monitor usage of incontinence aids, wipes, dressings, gloves etc.
- Participate in Staff Induction and Training Programmes.
- Actively market the Home and promote a positive personal/professional profile within the local community, ensuring the good reputation of the Home at all times.
- This Job Description indicates only the main duties and responsibilities of the post, the care job description is included in this post.