



JOB DESCRIPTION

LD SENIOR CARE ASSISTANT

JOB TITLE: Senior Care Assistant
REPORTS TO: Nurse in Charge
ACCOUNTABLE TO: Home Manager – Alicia Nursing Home

SCOPE OF THE POST

To support the nurse in charge and manager of Alicia Nursing Home in the delivery of person centred care required by the service users, making sure that each one retains as much dignity and individuality as possible. To play a major part in creating a happy and caring atmosphere conducive to the best interests of the service users and to be part of the Team. All employees are bound by Company Policy and Service Users Charter, which are detailed in separate documents.

DUTIES AND RESPONSIBILITIES

- Assisting service users to maintain their independence and dignity by offering appropriate level of practical assistance to ensure their emotional, spiritual and physical needs are met.
- Facilitate and support service users in decision making and promote choice and involvement in all matters including how the provision is run.
- Ensure service users receive person centred care in accordance with their wishes and are fully supported to achieve their ambitions, desires and aspirations.
- Contributing to the formulation and implementation of individual care plans based on a person centred approach for each service user and to be familiar with all care plans concerning each service user, reviewing/amending and evaluating them as appropriate.
- To attend care reviews and other professional meetings as required.
- To ensure service users are protected from abuse and to promote and adhere to the local policies for the safeguarding of vulnerable adults.
- To assist service users to maintain relationships with family and friends.
- To make visitors welcome, to offer refreshments and any assistance they may require and to ensure they have privacy for their visit. This can include family and friends joining service users for meals as they want.
- Maintain staff morale, develop good communication and interpersonal relationships and build team spirit.
- Assist service users in all aspects of daily living skills, monitoring their health status and reporting relevant information to the nurse in charge or manager.
- To assist the nurse in charge to ensure service users receive a balanced diet in accordance with their food preferences and assist with and oversee the purchasing of food and preparation of meals in accordance with food hygiene standards and company policy, including service users where possible and appropriate and subject to risk assessment.
- Attend staff and service user meetings and reviews as necessary.



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- Encourage a holistic approach to care, maintaining dignity, privacy and individuality of each service user, incorporating psychological, social and spiritual needs.
- To promote service users independence and effective communication using different communication systems.
- Identify areas of concern regarding care alongside nurse in charge and formulate a plan of action in order to best meet the needs of the service user.
- Recognise your own limitations and training needs, seek advice and support from nurse in charge or manager.
- To be computer literate.
- To attend all mandatory and other training requested of you to ensure quality care can be provided.
- To be familiar with and promote the principles and objectives set out in 'Valuing People' and to work in a way that demonstrates an understanding and commitment to promoting the rights of people with a learning disability.
- To supervise and instruct junior and new staff members offering help and guidance in all aspects of their work which may include supervision and appraisals.
- Develop your own skills and knowledge and contribute to the development of others in line with current best practice.
- To be aware of Health & Safety issues at all times, and to report any concerns to the manager.
- To escort service users on outings, holidays, attend appointments, Day Centres etc. and, if required and able, drive the company vehicle escorting service users, with due care and regard to service users and others safety and in accordance with company policy and procedure.
- To support the nurse to administer medication following company policy or to administer medication as trained when required. i.e. if out and about with a service user.
- To assist with the administration duties involved in the running of the home as required and to be familiar with and follow the policies and procedures of the home.
- To follow approved hand-over, take-over procedure at the end and beginning of each shift and to ensure all information about the service users is accurately recorded in the daily records book and there is good and effective communication with team members.
- Practice maximum integrity in all dealings with service user's personal and financial affairs following company policy at all times.
- Be aware of fire policy and evacuation procedure and locations of fire extinguishers within the home.
- To be careful and considerate with all property and equipment belonging to the home and service users avoiding unnecessary breakages and damage.
- To ensure service users are safeguarded at all times and to raise any concerns with management or the local safeguarding authorities where necessary.



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- To carry out any other duties that may occur from time to time, as required.

STANDARD REQUIREMENTS

RESPONSIBILITIES IN AN EMERGENCY

Expected to respond to emergency situations involving the safety of service users and others this includes the ability to assist in evacuation of service users, fire drills and false alarms.

CONFIDENTIALITY

Any information relating to service users or staff acquired during the course of duty must be treated in the strictest confidence and discussed only within the establishment with the most senior member of staff on duty.

The post holder must maintain the confidentiality of information about service users and staff in accordance with the professional code of conduct and relevant legislation such as Data Protection.

EQUAL OPPORTUNITIES

The post holder must at all times carry out his/her responsibilities with due regard to the company equal opportunity policy and promote the concepts of equality of opportunity and diversity.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety Act at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.

1. Promote safe working practices within the home and ensure the security within the home is maintained at all times.
2. Adhere to the Homes disposal of waste policy
3. Understand and ensure the implementation of the Homes Health and Safety policy, and Emergency and Fire Procedures.
4. Report to the Home Manager/Co-ordinator or the Handyperson, any faulty appliances, damaged furniture, equipment or any potential hazard.

THIS JOB DESCRIPTION IS AN OUTLINE OF THE KEY TASKS AND RESPONSIBILITIES OF THE POST AND IS NOT INTENDED AS AN EXHAUSTIVE LIST. THE POST MAY CHANGE OVER TIME TO REFLECT THE CHANGING NEEDS OF THE SERVICE USERS AS WELL AS PERSONAL DEVELOPMENT NEEDS OF THE POST HOLDER.