



STRATHMORE/SOUTHEND CARE



JOB DESCRIPTION – SENIOR CARER

- POST:** Senior Carer
- BASE:** Group Wide
- ACCOUNTABLE TO:** The Director
- REPORTS TO:** Home Manager/Person in Charge
- QUALIFICATIONS:**
1. Degree level or equivalent professional qualification, plus one years relevant work experience in a Care environment.
 2. A relevant HND level qualification, plus one years relevant work experience in a Care environment.
 3. An HND level qualification that is not relevant, plus one years relevant work experience in a Care environment.
 4. At least 3 years experience at NVQ level 3 or above, in a Care environment.
- SCOPE:** Strathmore Care is a Care Organisation specialising in Elderly Care. Therefore your attitude and behaviour must be of caring concern at all times.

1. JOB SUMMARY – (Roles & Responsibilities)

The Senior Carer fulfils an important role, with autonomy, as a leading member of the caring Team. He/she is the leader of the team with most contact with the care staff; where complex tasks are undertaken, observing relationships and inter-actions between the Carer and the residents to meet their needs. In view of this, the Senior Carer must keep the Home Manager and other senior personnel informed of any change/issues in the Home.

Senior Carer, when as Person in Charge, makes decisions in the management of the Home all in line with good practice.

2. PERSONAL CHECKLIST, DAILY PLAN AND SUPERVISION

Accountable for use of Daily Plan and Checklist including Schedules to maintain standard to Statutory (National Care Standards) and Professional standards through doing rounds', 'hands on' approach and supervision in the Home.

3. ALLOCATION OF CARE STAFF

To take into consideration of residents dependency level, workload and allocate care staff according to seniority and experience. Performance must be supervised.

4. ACCIDENT RECORD AND REPORTING TO AUTHORITIES

Maintain timely and accurate documentation of accidents and any other untoward incidents, following Company policy. Junior staff informed of action and prevention.

5. NOTIFICATION OF DEATH

Follow protocol and being sensitive to individuals. Appropriate documentation to be completed in time.

6. ADMISSION, DISCHARGE AND TRANSFER

Promote by way of role model to new residents by monitoring the awareness or cares and being sensitive to the reception they receive. During discharge and transfer follow procedure to enable comfort to resident and relatives. Ensure accurate documentation is maintained.

7. COMMUNICATION AND DISSEMINATION OF INFORMATION

- a) Within the Home - to all grades of staff
- b) To residents - documentation in care plan
- c) To the relatives/advocate - records maintained
- d) Outside agencies - i.e. Social Worker
- e) Fluent in all means of communication

8. COMPLAINTS

Able to deal with, advise and avoid complaints by way of meeting needs of residents and staff. Assist in investigating complaints.

9. MEDICATION

Fluent in medication policy, able to teach, administer, order and maintain stock control. Document accurately.

10. MEDICAL ASSISTANCE AND RESIDENT OBSERVATION

Following assessment and observation of residents' condition, able to call for medical assistance without delay, appropriate to residents condition and assisting the multi-disciplinary and paramedical team.

11. HOME SERVICES

Through regular supervision able to maintain household services e.g. laundry among others are in working order.

12. CARE PRACTICES AND MEETING STANDARDS

Through regular round, supervision of staff and residents, implement actions to meet the residents personal needs. This is achieved by having 'hands on care approach' and effective leadership. All actions must be documented in the care plan and maintained up to date.

13. MARKETING OF BEDS

To deal with agencies for full bed occupancy through effective information and communication through various agencies.

14. COMPLETION OF REPORTS

To write full daily reports in a professional manner and to observe reports written by carers are accurate.

15. OFFICE MANAGEMENT

To ensure office is tidy and documents securely stored under the Data Protection Act. Maintain office in a welcoming manner.

16. STOCK ORDER

Monitoring all stock control and ordering stationery, provisions among others, to maintain efficient service.

17. HOME TIDYNESS

To do regular rounds to ensure the Home is tidy by way of homeliness, odour free, staff in uniform among others.

18. REFERENCE FOR STAFF

In consultation with the Home Manager to complete leavers forms.

19. FIRE PROCEDURE

Be fully aware of layout of the Home and teach staff on fire safety by being a Fire Marshall.

21. VISITORS AND STATUTORY OFFICERS

To attend to visitors with the right attitude and inform carers of visitors in the Home.

22. TEACHING OF CARERS

You are required to train the junior staff according to their ability, qualification and appraise performance. Teaching is an important function and therefore you are required to be an NVQ Assessor and participate in NVQ training. Teaching and training will be part of daily occurrence as on-going development.

23. HEAD OFFICE

To maintain regular contact and report to the Home Manager and other senior personnel. To seek advice as appropriate.

24. CATERING

Ensure nutrition is of a high standard and meeting residents needs.

25. SUPERVISION AND COUNSELLING OF STAFF

To counsel staff on poor standards/performance and maintaining written record of regular bi-monthly supervision conducted of junior staff.

26. FIRST AID, HEALTH & SAFETY, MOVING & HANDLING AND FOOD HYGIENE

To become a cascader and a nominated First Aider and be responsible for Health and Safety issues in the Home. Teaching and training must be conducted and recorded.

27. GENERAL

All matters are confidential to the Home, and therefore your professional behaviour/attitude by way of loyalty and responsibility to the residents, staff and Company are paramount.

28. SELF DEVELOPMENT

Participate in self-development by attending courses and being a role model in motivating and encouraging junior staff and meeting their training needs.

It is the responsibility of the post holder to take reasonable care not to endanger him/herself or anybody else by an act or omission.

SMOKING POLICY

The Company has adopted a no-smoking policy. These restrictions are lifted for residents. While the Company will not discriminate against employing smokers, all prospective employees should be aware of this policy.

STANDARDS

The Company aims towards maintaining the goodwill and confidence of its own staff and of the general public. To assist in achieving this objective, it is essential that at all times employees carry out their duties in a courteous, sympathetic manner.

EQUAL OPPORTUNITIES

The Company is an Equal Opportunities employer. The aim is to ensure that no individual receives less favourable treatment on the grounds of disability, age sex, sexual orientation, marital status, race, colour, creed, ethnic/national origin. Whilst the Company recognises specific responsibilities fall upon Management, it is also the duty of all employees to accept personal responsibility for the practical application of the policy.

This Job Description should not be regarded as restrictive or definitive but act as a guide only to the demands of the post.



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PERSON SPECIFICATION

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE	MEASUREMENT
EDUCATION & PROFESSIONAL QUALIFICATIONS	NVQ Level 3 or equivalent Knowledge of Medication Cascading/teaching skills Health/Social Care Experience First Aid	Previous experience in a care environment	Application Form References CV
SKILLS/ABILITIES & EXPERIENCES	Leadership skills Report writing Interpersonal skills Caring & concerning skills Micro teaching skills Good communication skills Supervision skills Organisational skills Counselling skills	Experience in Health & Social Care environment	Experience Interview
PERSONAL QUALITIES	Adaptability Even tempered Reliable Trustworthy Confidential Keen & motivated Initiative Flexible Teaching & Training	Experience Professional Mature outlook	Interview Application Form References
PHYSICAL QUALITIES	Confident Self presentation Professional outlook Pleasant manner Good health record	Professional approach	References Interview