



RENAISSANCE CARE

JOB DESCRIPTION

Job Title: Senior Care Assistant

Responsible to: Home Manager

Job Purpose: Through continuous assessment and supervision, ensure all care staff members maintain high professional standards, and contribute to the best of their ability the efficient running of the care home and to the creation of an atmosphere conducive to the best interests of the residents.

Key Responsibilities

- In conjunction with the home manager, deputy manager and trained nurse, contribute to the training and development and maintenance of safe practices within the work environment.
- Through the responsible leadership operate as the senior member of staff within the workplace, overseeing the day to day management of the care team.
- Ensure that the holistic care needs of residents are met in accordance with the care plan and the National Care Standards.
- To support the home manager in setting the highest professional standards of care in accordance with the current legislation, Care Inspectorate guidelines and the Company's policies and procedures.
- Maintain accurate records for resident daily care, and record any changes in residents care needs.
- To adhere to the Scottish Social Services Council (SSSC) codes of practice at all times and obtain SSSC registration within 6 months of commencing in this role.

Main Duties

1. Care

- In consultation with the care home management and nurse in charge, you are responsible for assisting in:
 - o Writing care plans
 - o Monitoring the health of residents
 - o Responding positively to residents', carers and other professionals.
 - o Liaising with other professional workers involved in care of residents.
 - o Supporting care assistants.
 - o Ensuring a healthy and safe working environment for all employees and service users in accordance with Renaissance Care's Health & Safety policy.

- Assisting in the promotion and organisation of social events and therapeutic activities.
 - Responding appropriately to emergency situations.
 - Ensuring a high quality of work within the group.
- To implement basic social care principles
 - To provide hands on care to residents as per assessed needs.
 - To act as a key worker to a number of residents as delegated by the home manager.
 - Accurate record keeping including recording and reporting accidents, incidents and complaints.
 - Ensure the care home provides a clean and safe environment for residents, staff and visitors and report any problems to the home manager.
 - Have knowledge of the Company's policies and procedures.

2. Management and Leadership

- Assess resident's needs; formulate care plans promoting individuality and independence, undertaking regular reviews.
- Provide supervision and support to care assistants to ensure that all residents' needs are met.
- To carry out care staff supervisions, as and when required
- Effectively communicate with relatives, social workers, GP's and other outside agencies.
- Allocation of staff during their shift and ability to plan work within the hours allocated for the tasks.
- Working as part of a team, supervising, assisting, supporting and mentoring colleagues as and when required.

3. Health and Safety

- To ensure that you work in a safe environment in accordance with the Health and Safety at Work Act.
- To assist in the maintenance of a safe and healthy working environment by understanding and ensuring adherence to company Health and Safety Policy and procedures, including Fire.
- To practice and promote safe working practices within the home.
- Be able to, confidently and safely, operate any mechanical aids required for resident care.
- Be able to demonstrate the correct skill in moving and handling residents.
- To be fully aware and comply with infection control policies and procedures, ensuring you use the appropriate hand hygiene technique and have adequate protective clothing such as gloves and aprons when required.
- To take responsibility for own Health and safety and that of others who may be affected by your acts or omissions.
- To ensure the correct use of sharps bins and arrange collection and supply if necessary.
- To report to the Manager or Maintenance person any faults, damaged furniture, faulty appliances, equipment or potential hazards.

- Report immediately to the home manager, or person in charge, any illness of an infectious nature or accident incurred by a resident, colleague, self or another.
- Ensure that all laundry is placed in the appropriate bags at all times.
- Ensure all used pads are placed in the appropriate clinical bags and placed in the bins provided. Bags should be replaced when $\frac{3}{4}$ full and secured tightly.
- You will be expected to be vaccinated as a condition of employment. It also expected that you will undertake boosters vaccinations as appropriate.

4. General

- To promote and ensure the good reputation of the care home as well as the Company.
- To greet visitors in a friendly manner and be able to answer the telephone politely and correctly, bringing any messages to the attention of the Person in Charge.
- To wear an identification badge at all times.
- To wear the correct uniform and keep a tidy and smart appearance.
- Understand your duty to whistle blow if you witness bad practice or harm to a resident within the Home.
- To ensure that all information of a confidential nature gained in the course of duty is not divulged to third parties.
- To attend and participate in staff meetings and attend all mandatory training.
- To undertake ongoing learning and professional development as necessary, in order to maintain high standards in the quality of work, as outlined in the job description.
- To participate in relevant SVQ training to achieve required qualifications.
- To attend and participate in supervisions and appraisals.
- To communicate effectively with other staff, relatives and visitors including professional agencies regarding residents and work in a collaborative way.
- To observe high standards of personal and professional conduct.
- To ensure that you are familiar with all the company's policies and procedures and understand your duty to comply and implement them when necessary.
- To undertake any other duties within the scope of this job description, at your normal place of work or at any of the company's homes.
- This job description also applies to night workers although it is expected there will be a reduction in service users' needs at night, therefore night workers will be required to be flexible in the role and assist with administrative and domestic tasks as required.

The job description is intended to give the post holder an appreciation of the role envisaged and the range of duties that they may be reasonably expected to undertake, however it is not definitive and may be subject to change/ periodic review.

Please sign, print your name, and date below to indicate your acceptance of this job description.

Signature

Name:

Date: