

JOB DESCRIPTION

21/12/2023

Job Title: Senior Care Assistant

Hours: *[Insert Hours here]*

Reporting to: Lead Senior/Nurse Assistant (Wales)/Registered Nurse

Home: *[Insert Location Here]*

JOB PURPOSE

To ensure the highest level of care is provided to all residents at all times, meeting all statutory and regulatory requirements, compliance with the Social Care code of conduct (as relevant in England and Wales respectively) and aligned to Hallmark's policies and procedures, charter, vision and values.

To ensure the highest standards are achieved in all areas of the home, including relationship centred care and dementia care. To contribute to the achievement of the Hallmark Care Home vision; "to be recognised as the leading provider of high-quality relationship focused care for all residents".

Responsible for:	Person Specification
<p>Leadership and Management</p> <ul style="list-style-type: none"> To take a lead role and assist with all aspects of care delivery. Assist with the recruitment and training of the care team; Support with the achievement of training targets and support with assessment of competency within their roles. Assist and inspire the care team to deliver outstanding outcomes of care. Support with the supervision process for the care team (formal and informal) and contribute to the appraisal process. 	<p>Essential Criteria</p> <ul style="list-style-type: none"> QCF Diploma Level 3 / NVQ Level 3 in Health and Social Care (or equivalent) Registration with Social Care Wales (Wales only) Proven track record leading, empowering, supporting and motivating a clinical team Experience delivering high quality relationship centred care Strong leadership skills Excellent written, non-verbal and verbal communication skills

<ul style="list-style-type: none"> • Develop, promote and maintain good communication with residents, relatives and team members. • Develop inter-personal communications with members of the Multi-Disciplinary Team and other external professionals to ensure outstanding care for the residents is maintained. • Promote a transparent, open and honest culture amongst the care team. • Proactively reflect on own practice and level of competency, demonstrating a willingness to act on lessons learned and recommendations. • Engage in regular supervision with line manager. • Engage in any training deemed necessary to maintain safety and skills relevant to the role of Senior Carer and that required to further knowledge and skills in the role. <p>Care</p> <ul style="list-style-type: none"> • Assist with care delivery in the home, to ensure continuous assessment, planning, implementation and evaluation of resident’s care. • Assist with ensuring care plans are regularly reviewed and that they are appropriate to the residents needs and reflect the care being delivered. • Assist with meaningful social engagement and activities in line with a resident’s needs, wishes and preferences. • Ensure that any changes in a resident’s needs or condition are report in a timely manner to the most appropriate person. • Assist any duties requested by the RN or Clinical Care Manager in line with your level of competency. • To help with the move-ins and move-outs of residents. • Maintain confidentiality at all times (written and verbal). • To respond in a timely way to residents seeking support. • Maintain safe working practices for the management of medications, in line with Hallmark policies and procedures. 	<ul style="list-style-type: none"> • Excellent communication skills • Strong leadership skills • Influencing, listening and negotiating skills • Respectful and able to maintain confidentiality • Transparent, open and honest • Approachable with the ability to effectively build rapport with a diverse range of people • Ability to problem solve • Commitment to delivering a high-quality service • Ability to effectively adapt to change • Ability to promote a professional image for the company at all times • Ability to travel to other homes where needed for training / support • Able to adapt to the Hallmark culture <p>Desirable Criteria</p> <ul style="list-style-type: none"> • Experience in caring for people living with dementia. • Basic IT skills. • Experience in electronic care planning, medication management and compliance systems.
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Health and Safety

- Ensure concerns related to Health & Safety are reported promptly.
- Ensure resident-specific risk assessments are completed and regularly reviewed.
- Highlight and report any unsafe working practices.
- Report any repairs/maintenance to the Maintenance Operative, General Manager, Deputy Manager or Clinical Care Manager.
- Report any near misses – incidents relating to team members which, under different circumstances, could have resulted in harm.

“We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion, belief, sexual orientation or age”

This job description is not exhaustive and is subject to change from time to time to meet the needs of the business

Signed:.....

Date

