



JOB DESCRIPTION

JOB DETAILS

JOB TITLE:	Senior Carer
HOURS:	Various
REPORTING TO:	Register Nurse (RN)/Clinical Care Manager
BASE:	INSERT LOCATION HERE

JOB SUMMARY

Reporting to the RN /Clinical Care Manager the Senior Carer is responsible for ensuring a high level of care is provided to residents and follows company policies and procedures.

The Senior Carer will provide and ensure the highest standards of care are achieved in all areas of the home including relationship centered care, clinical care and dementia care.

The Senior Carer will lead and manage their care team ensuring high quality of care and service is provided to all residents at all times.

JOB SPECIFIC RESPONSIBILITIES

Leadership and Management

- To take a lead role and assist with all aspects of care within the home.
- Assist with the recruitment and training of the care team; ensuring training targets are met and the teams are competent in their roles.
- Assist and inspire the care team to deliver exceptional outcomes of care.
- Ensure that all supervision, appraisal and performance management of the care team are carried out, supporting them to achieve their potential.
- Act at all times in a professional manner to visitors, staff and clients within the home.
- To attend any training sessions to further knowledge skills deemed necessary
- To ensure all care team members attend required training and support them to apply the learning in the workplace

Care

- 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.
- Ensure that each resident receives the meal or diet that he/she has requested and is suitable for his/her needs.
- Assist with all activities provided within the home to promote relationship centered care.

- Ensure that all regulatory and statutory requirements are met and company policies and procedures are adhered to.
- Ensure that the RN/Clinical Care Manager is made aware of any clinical issues within the home
- Assist any duties requested by the RN or Clinical Care Manager
- To help with the admission and discharge of residents, including listing of resident's property/clothing
- Maintain confidentiality regarding resident's particulars at all times
- Assist and participate in activities within the Home as required
- To actively engage with residents in conversation and meaningful occupation related to their lifestyle choices at a level and pace that values the individual and respects their dignity and communication differences.
- To respond in a timely way to residents who are distressed (calling out, calling for help, knocking or making noises that suggest the need for support) or seek assistance if you feel unable to respond appropriately.
- Ensure medication is ordered, stored, dispensed, administered and returned in line with company and local policies and procedures.
- Observe the five rights of medication.

Health and Safety

- Ensure RN or Clinical Care Manager are informed of any incidents in the home
- Ensure storage of medications are in line with company policies and procedures
- Ensure risk assessments are completed within the home and safe working practices are being followed.

JOB DESCRIPTION RECORD

This job description reflects the current main organisational priorities for the position. These priorities may develop and change in consultation with the post holder in line with needs and priorities of the business.

Post holder's signature:

Date:

PERSON SPECIFICATION

	Essential Criteria
Qualifications/Education	<ul style="list-style-type: none"> • QCF Diploma Level 3 / NVQ Level 3 in Health and Social Care (or equivalent)
Experience	<ul style="list-style-type: none"> • Minimum of two years in a Care position • Proven track record leading, empowering, supporting and motivating a clinical team • Experience delivering high quality relationship centered care (Desirable)
Skills/ Knowledge	<ul style="list-style-type: none"> • Strong leadership skills • Excellent written, non-verbal and verbal communication skills • Dementia Knowledge (for care homes with people living with dementia) •
Personal Qualities	<ul style="list-style-type: none"> • Reliable and punctual • Able to adapt to change • Willing to learn • Approachable • Confident • Diplomatic • Enthusiastic • Flexible • Influencing skills • Listening skills • Negotiating skills • Patient • Positive attitude • Self-motivator • Flexible approach to working hours - able to work occasional outside of normal hours. • 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