



## **N NOTARO HOMES LTD**

### **JOB DESCRIPTION**

**Job Title:** Senior Care Assistant

**Responsible to:** Deputy Manager

**Accountable to:** Home Manager

**Job Summary:** To work under the direct supervision of the Deputy Manager.

To undertake the supervision and induction of the care staff and new members of care staff.

To assist in the daily support / care of each individual resident in line with their written plan of care in a person centred way.

To attend training courses in line with your personal development.

#### **Principle responsibilities:**

- ❑ To promote and support team work, thus promoting good working relationships
- ❑ To report all incidents and accidents directly to the Deputy Manager or Home Manager and complete an accident/incident form
- ❑ To report any observations and any matter concerning the comfort and welfare of individual residents promptly, clearly and accurately to the Deputy Manager/Home Manager
- ❑ To observe the code of confidentiality on and off duty at ALL times
- ❑ To assure the safe custody of residents' valuables and property
- ❑ To respect the dignity and privacy of residents at ALL times

- ❑ To continually observe residents and offer any ongoing reassurance, social care and support required to allay any apprehensions relating to their individual needs, appearing sympathetic and allowing the appropriate time needed
- ❑ To support care staff / new members of staff, and offer ongoing training and supervision, thus encouraging them to carry out their daily duties to the best of their abilities
- ❑ To promote anti - discriminatory practice and promote equality and diversity throughout your work.
- ❑ To help create a safe, comfortable and homely environment for the residents to live and to receive any individual treatments
- ❑ To be aware of the individual rights, opinions and values of each of the residents
- ❑ To undertake the personal hygiene of each individual resident as documented in their care plan.
- ❑ To assist in the rehabilitation of the individual residents as documented in their care plan or as instructed by the Deputy Manager or any other professional eg GP; OT, Community Nurse
- ❑ To be responsible for keeping observations up to date and making sure all the relevant information is recorded clearly and accurately eg Fluid charts; pressure area care; service users menu / individual needs or special dietary needs.
- ❑ To review and update your 'key' care plans at least monthly ensuring current care needs are reflected.
- ❑ To ensure all care staff understand each individual residents' needs in line with their care plans
- ❑ To ensure you understand and follow the correct steps should you suspect or witness any type of abuse
- ❑ To understand and have a copy of the Whistle blowing policy
- ❑ To arrange 1:1 supervision sessions with your 'Key' care staff at least 6 times per year under the direction of the Deputy Manager.

## **Personal Responsibilities**

- ❑ To arrive for duty punctually and correctly dressed in line with the Employment Handbook Policies; observing good personal hygiene and personal appearance
- ❑ To be aware of personal conduct, on or off duty, thus reflecting on the high standards of the home
- ❑ To understand and abide by the GSCC Codes of Conduct

## **Education**

- ❑ To be familiar with Company policies and notices, also procedures relating to fire precautions and fire drills.
- ❑ To undertake in-service training / research as identified by the Home Manager and Training Manager.
- ❑ To carry out the correct use of all equipment, as demonstrated in the training sessions and to report any fault directly to the Home Manager and maintenance person.
- ❑ To attend staff 1:1 supervision sessions with the Deputy Manager as required and identified at least 6 times per year to further your personal development within the company.

**This job description is not intended to be an exhaustive and final list of duties and will be reviewed periodically in line with the needs of the business.**

I acknowledge the receipt of the above job description:-

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Once signed kindly return to the Home Administrator.  
One copy will be retained in your personnel file and the other is for your personal reference.