



## **N NOTARO HOMES LTD**

### **JOB DESCRIPTION**

**Job Title:** Senior Care Support Worker

**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 e.g. GP; OT, Community Link Nurse
- ❑ To be responsible for keeping observations up to date and making sure all the relevant information is recorded clearly and accurately.
- ❑ 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.

**Purpose of role:**

To provide all necessary support to our service users enabling them to live an active and fulfilled life, whilst promoting a happy and friendly environment, incorporating N Notaro Homes Ltd ethos, set within the company aims and objectives, company policies and procedures and whilst adhering to CSCI regulations/legislations and guidelines.

**This is not intended to be an exhaustive description of duties and responsibilities and may be amended following consultation with the post holder**

I acknowledge receipt of the above job description and will familiarise myself with it and abide by its expectations

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

Signature \_\_\_\_\_

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

When signed please return to the Home Administrator.

One copy will be retained in your personnel file and the other is for your personal reference.