

JOB TITLE: Senior Care Worker
GRADE: H5-H6
REPORTS TO: Deputy Care Home Manager
TEAM: Community & Specialist Services
DEPARTMENT: Adult Care Services

Purpose of the Job

To support the Manager and Deputy Manager in all aspects of the home's management and assist in the training of all staff in all aspects of their work in the home.

You will manage and lead the care assistant staff within the care home to follow and implement care and support plans for residents by enabling individuals to live as independently as possible in their own home, and within the wider community. You will be required to undertake direct personal care and support. The service will operate 24 hours a day, 365 days a year.

Main Areas of Responsibility

- To assist the Manager and Deputy Manager in the running of the home in an efficient and caring manner
- To manage and lead the care assistant workforce
- Be fully aware of the contingency and emergency plan of the home
- To work shifts as necessary including weekends, evenings and nights
- Ensure a walking handover is carried out and that all residents are accounted for at the start and the end of the shift
- Ensure that all staff contribute to the best of their ability to the efficient running of the home and the creation of the right atmosphere and leading by example
- Support with the training and development of all staff and supporting the in-house training programme is both implemented and monitored to a high standard
- Supporting development and implementing care plans, undertaking risk assessments, linking with other relevant parties, including liaison with families, health professionals, social workers and other agencies
- Support residents with all aspects of personal care whilst maintaining and promoting
 - independence
 - Support and promote all aspects of personal care with dignity and respect

- To observe and report any physical, physiological and emotional changes to the well-being of the resident to a member of the senior team
- To identify and meet the social, emotional and cultural needs of residents and to participate in the organisation for social and recreational activities.
- To ensure that dietary, nutritional and weight charts are completed, reviewed and monitored in accordance with each resident's needs
- Be proactive in the monitoring and reporting of any changes in individual resident's skin to prevent pressure areas developing and have an understanding of the referral process to outside agencies i.e. community nurses
- Leave bedrooms to a presentable standard which will include bed making, tidying draws and wardrobes and emptying bins
- Assist where appropriate in menu planning, food presentation and demonstrate knowledge for each individual resident
- To attend all staff meetings, training sessions, supervisions and appraisals.
- Administer medication and to be competent in the ordering, recording and storage of medications and to be aware of all the company's medication policies
- Welcome all visitors, families and professionals to the home in a friendly manner and to assist in the assessment process and admission of residents.
- Support in the review and development of Care Plans
- To work in line with the homes local authority safeguarding policies and procedures
- Be able to demonstrate knowledge of all records required to be kept by CQC.
- Produce accurate documentation in relation to care plans and other reporting and recording of information
- Be competent with all Health & Safety at Work procedures
- Ensure that resident's clothes are cared for and clothing that is to be repaired or beyond repair is reported to housekeeping or a family member.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- Minimum of NVQ 2 working towards NVQ Level 3 or above
- Ability to lead, motivate and mentor staff and to be a team player

- Communicate and interact effectively with both residents and staff
- Ability to work as part of a team
- Willingness to undertake training
- Demonstrate empathy and understanding of the needs of residents
- Ability to work under pressure and maintain professional throughout
- To uphold confidentiality at all times
- Experience in medication administration
- Experience of working in a similar role or care setting
- A relevant qualification in Health and Social care is desirable.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.